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INTERVIEWER'S MANUAL

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AGRICULTURAL LABOR SURVEY



Crop
Reporting
Board

Economics, Statistics, &
Cooperatives Service

U.S. Department
of Agriculture

Issued June 1978

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Chapter 1

General Information

INTRODUCTION

The Agricultural Labor Survey is conducted in all States and Puerto Rico on a quarterly basis -- January, April, July and October. Alaska farm operators are surveyed annually in July. Data pertains to a one week period, which is always the week containing the 12th day of the month. Enumeration starts on the following Monday, and all interviews are to be completed within the following two week period.

Your Interviewer's Manual provides instructions for completing questionnaires used for the survey. Study your manual before starting enumeration work and refer to it as needed in completing your assigned interviews.

Some of your interviews will be with farm operators visited during the past June Enumerative Survey. Others will be with farm operators or agricultural service firms selected from lists of agricultural labor users. Most of these people will be contacted in person. Appointments will need to be made with large firms.

Work calendars are provided on the back cover of your manual for planning your daily work. Envelopes for returning completed questionnaires will be provided.

The Enumerator Handbook covers administrative procedures and other information about your job and the Economics, Statistics and Cooperatives Service (ESCS). Become familiar with your manuals and use them.



PURPOSE

The Quarterly Agricultural Labor Survey provides estimates of agricultural workers and timely, accurate data on wage rates. These estimates are published on a State, Regional and National level, usually the latter part of the month following the one in which the survey was conducted.

Some of the uses and users of the statistics generated from the data collected are outlined below.

- (1) The cost of labor accounts for over 8 percent of all farmers' production expenditures, therefore farmers have a special interest in the results.
- (2) Farm organizations and commodity groups need this information to better represent farmers and members and assure fair treatment in legislation, the courts and regulatory agencies.
- (3) At both the State and National levels, good legislation requires sound facts. Farm wage laws, labor standards, appropriations for various labor programs, and distribution of funds to States are among the uses of data collected.
- (4) Banks and other lending agencies depend on reliable data to establish loan policy as profit expectations of farm loan applicants can be greatly influenced by labor costs.
- (5) The U.S. Department of Labor is required by Congress to provide analyses of the effects of existing and proposed legislation affecting farmers.
- (6) Other Government agencies including the Economics, Statistics, and Cooperatives Service use farm labor information to administer programs. Farm wage rates are an important part of the USDA Parity Index which is used to reflect the relative economic position of farmers.

"Why bother me" is often asked by the farmer. The best source of accurate farm data is the agriculture producer himself. This survey covers all types of agricultural employers including farmers, ranchers and fruit and vegetable growers--both large and small. Larger operators are sampled more frequently and may be in several quarterly surveys. It is important that we maintain good relations with these large users of farm labor.

Published labor information includes the number of farm workers, wage rates and hours worked by type of worker. Other special publications are available from the U.S. Department of Labor. If your respondent wants any special information, be sure to note this on the questionnaire.

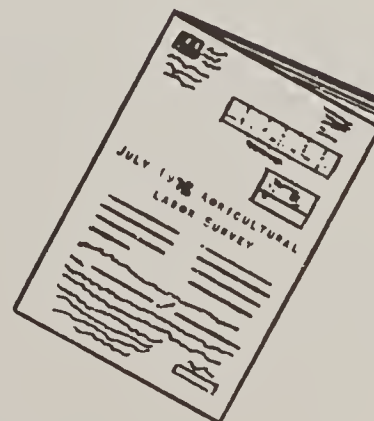
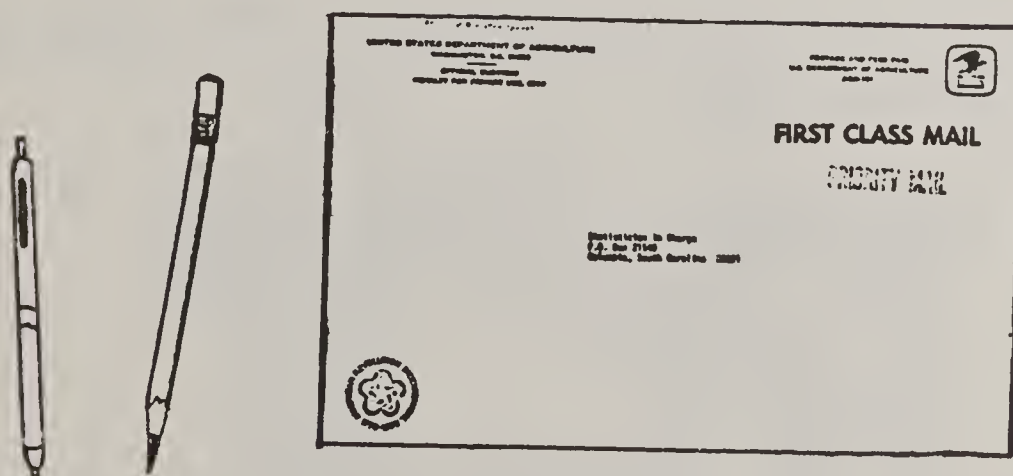
Chapter 2

Procedure For Enumerating

ORGANIZE YOUR MATERIALS

The following materials will be given to you at the State Training School.

1. State Highway Map.
2. County Highway Map.
3. Black lead pencils for recording information on the questionnaires.
4. Ballpoint pen for completing CEF 201 "Weekly Time and Mileage Certificate".
5. A list of respondents you are to contact. Your list should be used as a check off record when you mail the questionnaires to the State office.
6. A questionnaire for each firm, ranch or farm.
7. Extra questionnaires and supplements for pages 4 and 5.
8. Administrative forms, materials, return envelopes, etc.
9. Enumerator Handbook.



CANVASSING PROCEDURES

1. Plan your course of action before beginning your enumeration. Mark on a State highway map the location of your home and the location of all the operations you are to interview. Use this map to plan your appointments and daily route of travel. This will minimize duplication of mileage and allow you to make the best use of your time.
2. You will be given a list of names and addresses of agricultural operators in your area. Keep in mind that any address could be incorrect and it may be necessary to find the new address for the listed name. Inquiry in the general neighborhood is usually the quickest way to find an operator. Post offices, county agents, ASCS offices, Soil Conservation offices, and agribusiness firms are generally good sources of information.
3. An appointment should be made for all interviews of persons or firms with large operations. These labor employers will cooperate more readily if you request an appointment for your interview.

PERSONS TO CONTACT AND INTERVIEW

Contact the farm operator, company president or manager to explain your mission and to determine who is the best person to interview for agricultural labor data. Request permission to interview the individual who can supply labor information for the person or firm named on the questionnaire. This may be the farm operator, bookkeeper, farm manager or some other designated person in the organization.

Some of the persons interviewed are in charge of large corporate organizations. Your approach to these persons must be in a businesslike manner to insure their cooperation.

If you are not able to complete an interview on the first visit, make an appointment with the person for a more satisfactory time.

MEETING THE RESPONDENT

The following paragraphs can be used in introducing yourself to respondents. It will also help to explain the reason why they are being interviewed.

"Mr. _____ my name is _____ and I am with the _____ Crop and Livestock Reporting Service working on the Quarterly Agricultural Labor Survey. We collect and publish data on the number of agricultural workers and wage rates."

"The information you provide will be used in preparing State and National estimates. These estimates are used by farmers, agricultural organizations, State governments and Congress in keeping posted on the agricultural labor situation. An important use of farm labor data is in evaluating the effects of legislation on farm wages and agricultural labor. Labor costs are a major part of the production costs on many farms and it is therefore important to know these costs. Actually, the greatest benefit to you for providing the information for your operation is that it is much better to have State and National policy decisions based on reliable statistics furnished by farm labor employers like yourself, than on inaccurate information from an unknown source".



INTERVIEWING TECHNIQUES

ASK EACH QUESTION EXACTLY AS IT IS WORDED

Each question is worded so that it will have the same meaning to each respondent. If you change the wording of a question, you may change its meaning to the respondent or the respondent may infer that one kind of answer is more desirable than another. In either case the answer given in response to the question may be something other than what the question was intended to obtain.

State all explanations that appear in the questionnaire to each respondent. Remember, every time you read these statements, the person being interviewed will be hearing them for the first time. Each respondent should have the privilege of hearing the full explanation regardless of how monotonous it may seem to you as an enumerator. Don't attempt to abbreviate or "short cut" these explanations. This may change the answers you obtain from a respondent.

ASK EACH QUESTION IN THE ORDER SPECIFIED ON THE QUESTIONNAIRE

Some questions will influence the answers to other questions. In making up the questionnaire this was kept in mind in order to minimize the effect of one question on another.

ASK THE QUESTIONS IN A NATURAL MANNER

Interviewing involves asking specifically worded questions in a conversational tone of voice. State each question slowly and clearly so the respondent gets the meaning the question is intended to convey.

By your gestures, the expression on your face, or the tone of your voice you may influence the direction of the respondent's answer. Try to adopt a neutral attitude toward the question yourself in order not to influence the respondent's answer.

PROBING

Probing is a means of providing the respondent with encouragement, or stimulus, to keep thinking about the question that has been asked. Probing indicates to the respondent that the question is important, and provides additional time for the respondent to organize his thoughts and feelings.

One form of probe is an expectant pause on the part of the interviewer. An expectant pause indicates to the respondent that the interviewer is waiting for further information.

An acknowledging statement by the interviewer followed by an expectant pause or restatement of the question indicates to the respondent that the interviewer accepts the answer given, but expects clarification. An acknowledging statement by the interviewer need consist of nothing more than "I see".

A restatement of the question, in addition to giving the respondent more time to think, allows him a second chance to hear the question correctly.

The "I don't know" response: The "I don't know" answer can mean any number of things. For instance:

- The respondent doesn't understand the question and answers "don't know" to avoid saying he doesn't understand.
- The respondent is thinking the question over, and says "don't know" not only to fill the silence, but also to give himself time to think.
- The respondent may be trying to evade the issue because he feels he is uninformed or may give the wrong answer because the question strikes him as too personal, etc.
- The respondent may really not know, or he may have no opinion or attitude on the subject.



If the respondent actually does not have the information requested, this is in itself significant to the survey results. But it is the interviewer's responsibility to make sure this is the case.

Do not accept an "I don't know" answer without exploring if the respondent really doesn't know or if he merely hadn't thought about it until now. A very natural way to probe an "I don't know" is just to remain silent a moment, as if expecting the respondent to continue.

If the respondent's reply is "I don't know" he may be experiencing difficulty in recalling what he knows or feels with respect to this question. You may wish to probe, saying something as: "Well, just think about it for a moment".

On some questions a respondent may be reluctant to express his true feelings to a stranger. Saying "I don't know" is one way in which he can avoid revealing his true feelings. If you think this may be the case you may want to "break out" of the interview momentarily and allow the respondent to talk about something he is more comfortable with. This may be done saying something such as: "By the way, did you hear the weather forecast today?" or: "Say, do you know a good place to eat...?" As soon as the respondent becomes more relaxed return to the interview, by repeating the question.

INADEQUATE ANSWERS

Common kinds of inadequate answers other than the "don't know" discussed above are: indirect answers and partial answers.

In giving an indirect answer a respondent talks around the question or gives a general answer not related to the intent of the question.

The question was not answered. Instead the respondent has expressed an unorganized mixture of feelings and opinion. In dealing with this kind of answer you should (1) acknowledge the respondent's answer, and (2) restate the question.

A partial answer occurs when the respondent does not fully evaluate the question, or his opinion of the question. He may merely feel that he is expected to respond, and in order to fill the silence while he thinks, he says "Well...I...I don't know."

PROBE ALL INADEQUATE ANSWERS

An effective interview is more than just going through the questionnaire with the respondent. Getting adequate answers requires time and patience. Failure to probe inadequate answers may get an interviewer through the assignment faster, but its consequences may be felt for a long time. First of all, inadequate data are not very useful. Secondly, an interview which yields inadequate answers may leave the respondent feeling: "I don't know just what that person wanted, but I did answer some questions." Taking time to probe inadequate answers aids the respondent in developing a feeling that he knows what its all about. This confidence on the part of the respondent may leave him more willing to participate in some future survey in which he is interviewed.

REFUSALS

Most of the people you contact will be cooperative and willing to furnish the needed information. However, there are always a few people who are reluctant to provide information and some will refuse completely. A section in your "Enumerator Handbook" deals with how to respond to refusals. The key is to be courteous and friendly, but make an effort to obtain cooperation by explaining the purpose of the survey, confidentiality of the data, and the need for accurate agricultural labor statistics.

The person who says he doesn't have time for the interview is often just trying to put the interviewer off. A few comments about the farm or business may gain his interest. If they really don't have the time, try to arrange for a return visit at a more convenient time. For the person who claims to be against surveys or the administration, or is just antagonistic, the first thing to do is let them "get it out of their system" and not argue with them. If, after sympathetically listening, you still meet with a refusal, thank the person for their time and leave. *In all cases*, explain the reason the respondent gave for refusing and write notes about the operation. These notes should be on the size of the operation, cultural practices followed, farm activities during the survey week, etc.

CALL BACK PROCEDURES

Generally, you will be able to contact the operator and complete the interview on your first visit, but occasionally you may need to make a second visit. The following instructions should be used as a guide.



If the operator is not available, but is expected shortly, wait and interview him. If he is not expected soon, determine when is the best time to find the operator and plan to return at that time. Set up an appointed time for the call back interview if possible. On the second visit, interview the person listed. If he is not available, interview some well-informed person. The operator's wife, son, manager or the hired man, if fully acquainted with day-to-day operation of the farm or business would be examples of well-informed persons. If none is available set up an appointed time for the interview. Before your third visit, telephone and determine if the appointment is still a good time. If no well-informed person is available for the interview at any time, call your supervisor. Make notes on the questionnaire of the approximate size of this agricultural operation, whether there was evidence of hired workers, how many, etc.

SUPERVISION

Your supervisor will set up an appointment to meet with you at the beginning of each survey. This initial visit will be to assist you in getting off a good start and to review the work you have completed. You will probably be instructed by the supervisor to hold your first completed work until it can be reviewed. You may have to return to a respondent to clear up any problems that occur.

Your supervisor will maintain contact with you and may revisit you later in the survey. If you have problems, get in touch with your supervisor.

TURNING IN COMPLETED WORK

It is important that you carefully review each questionnaire before sending it in. Make sure all required data are entered and that problems or unusual circumstances are fully explained by notes in the margin or on the special "notes pages" of the questionnaire. Completed work should be mailed each day from a central post office before the last mail pickup unless you are instructed differently by your supervisor.



Chapter 3

Questionnaires

Questionnaire A (area) will be used to interview resident farm operators selected from June Enumerative Survey segments. This group of farm operators make up what is known as the "area" portion of the sample.

Questionnaire A is sometimes mailed to the resident operators selected from the June Enumerative area segments. You will interview operators who did not return the questionnaire by mail or those the State Office was unable to contact by phone.

Questionnaire B (list) will be used to interview agricultural labor employers operating farms selected from a list of names. You are to locate the individual or firm whose name is on the "B" questionnaire. After you contact the firm using questionnaire "B", determine if the firm operates a farm. If the person or firm does operate a farm, continue with questionnaire "B". Collect labor information about all workers on farms that the operator hires and pays. If the person on firm does not operate a farm, complete the interview using questionnaire "D".

Questionnaire C will be used to interview certain agricultural service firms or persons reported on questionnaires "A" or "B". Farm operators are asked the name and address of agricultural service firms or persons performing any operation for a fee or on a contract for them during the survey week. A check will be made to see if the firm is on the list. If it is not on the list a "C" questionnaire will be assigned to you by your State supervisor.

Questionnaire D will be used to interview agricultural service firms or persons selected from a list. After contacting the firm, use questionnaire "D", to determine if the firm qualifies as a farm. If so, complete the interview using questionnaire "B". If the firm or individual does not operate a farm, continue with questionnaire "D" and collect labor information on all employees working on any farm.

A supplement is used when additional space is needed for listing workers on pages 4 and 5 of the different questionnaire versions.

Chapter 4

Definitions

Agricultural Work: Workers must be hired and paid by a farm operator or agricultural service firm, or unpaid family members (including the farm operator) doing work on a farm. All operations listed in the Standard Industrial Classification (01 and 02) are included. Some specified agricultural service firms (07) are also included. See pages 64-76 in the back of this manual. Work done must fall in one of the following categories.

1. All work performed in connection with preparation of seedbeds, *seeding or planting* of grasses, crops or trees, *cultivation*, *spraying* for weeds, insects and diseases and *harvesting*, *assembling and storing* agricultural or horticultural crops.
2. All work done in connection with the handling of farm products from the farm where produced to the point of first sale or delivery point to a local market.
3. All work done in connection with the raising, feeding and management of livestock and poultry (including hatcheries).
4. All work done in connection with the operation, management, improvement or maintenance of agricultural land and facilities devoted to producing and marketing an agricultural commodity, if the major part of the income of the person(s) comes from a horticultural or agricultural establishment.
5. Labor performed on the farm in producing and preparing products for market which does not change the form of the product from agricultural to a commercial or retail type product. Examples would be:
 - a. tree nut hulling and shelling
 - b. packing, grading and sorting of fruits and vegetables
 - c. growing and selling fruits and vegetables at the operator's roadside stand
 - d. honey production
 - e. alfalfa pelleting and cubing
 - f. grinding livestock feed
 - g. tobacco production
 - h. ginning cotton

- i. grain drying and cleaning
- j. production of fur from fur bearing animals including skinning
- k. distilling mint
- l. maple syrup production

Some common activities considered as agricultural work if done by the operator, unpaid family or employees paid by the farm operator.

1. Feeding and caring for livestock and poultry.
2. Working in fields or orchards.
3. Gathering eggs, cleaning milking machines, etc.
4. Planning work and keeping records for the farm or ranch.
5. Supervising agricultural employees.
6. Transporting feed, fertilizer and other supplies to the farm if the activity is performed by the operator or an employee of the farm.
7. Performing exchange work on another farm.
8. Maintaining and repairing machinery and other farm equipment.
9. Cutting firewood, fence posts, timber, pulpwood, etc., provided that this activity is not the major source of income.
10. Production of ornamental plants and other nursery products, such as bulbs, greens, flowers, shrubbery, flower and vegetable seeds and plants, and sod. These products may be grown under cover or outdoors. (Exclude retail nurseries).
11. Hauling farm products from the field, farm headquarters or farm shed to a local market.
12. Cooking and cleaning for other hired farm workers if the person receives cash wages paid by a farm operator.
13. Selling of agricultural products produced on the farm.
14. Fish farming and raising minnows.
15. Producing chicks and poults in hatcheries.
16. Land leveling and irrigation workers.
17. D.H.I.A milk testing,

ACTIVITIES NOT CONSIDERED AGRICULTURAL WORK

1. Housework, such as cooking and homemaking by the farmer's family members, performed within the farmer's own home.
2. Plumbing, carpentry and mechanical trade on this farm when the person doing this work derives most of his income from sources other than farming.
3. Driving a truck that hauls farm products, either from the operator's farm or from other farms, to distant markets (i.e., a market that is not considered a local market).
4. Operating a filling station, store saw mill or similar non-agricultural operation even though it is located at the farm.
5. Operating a nonfarm business which trains, boards or rents animals such as horses and dogs. Also exclude caring for animals for research purposes.
6. Work performed in a marketing facility that materially changes the form of the product even though the workers doing this work are hired and paid by a farm operator and the facility is located on the farm.
Examples would be:
 - a. processing potatoes into french fries
 - b. making catsup from tomatoes
 - c. breaking eggs
 - d. canning of fruits and vegetables
 - e. making flour
 - f. slaughtering of livestock and poultry
 - g. nut crushing and oil making
7. All work performed off the farm. Examples are:
 - a. ginning cotton at commercial gin
 - b. grinding grain at a local elevator
 - c. bookkeeping
 - d. hauling milk to processor if paid by processor
 - e. packing, grading and sorting of fruit, vegetables, eggs, at an off farm location
 - f. work performed at auction yards, breeding associations, etc.

Chapter 5

Rules For Questionnaire Completion

GENERAL

For each operation on your list you will have a questionnaire with the person or firm name and other identifying information printed or typed on a sticker on the face page. This questionnaire must be completed for the name entered, or a reason must be listed why it was not completed. Write these reasons on the questionnaire and give details on the operation.

ENUMERATOR INSTRUCTIONS

Enumerator instructions are placed throughout the questionnaire to aid you in obtaining the correct data. They indicate inclusions, exclusions and checks you must make for particular questions. They also instruct you when questions should not be asked and when questions may be skipped depending on the response to a preceding question.

ENTRIES

Make all entries with a black lead pencil. Entries should be made as legibly as possible since the answers you write down will be keypunched directly from the questionnaire and processed by automatic data processing machines.

HOURS, DOLLARS AND CENTS

Enter hours worked to the nearest whole hour. For example, if a person works 40½ hours enter 41.

When dollars and cents are needed, a decimal and two lines are pre-printed (._ _). In all cases where a decimal and two lines are indicated, cents should be recorded. If the respondent answers in whole dollars enter two zeros after the decimal.

Example:

Ten dollars and fifty cents is recorded as 2.5 0
Ten dollars is recorded as 10.0 0

NOTES

Use notes whenever necessary to clarify or explain an entry. You may identify each note by placing a footnote symbol--1/, 2/, *, etc.--by the explanation and in the margin near the entry in question. Notes on the page in question or the facing page are best, but for more detailed notes, use the back of the questionnaire or any blank pages.

OFFICE USE SPACES

Do *NOT* write in the *shaded* "OFFICE USE" spaces.

OFFICE USE

002

"CODE" BOXES

You are to enter a code whenever an unshaded column or box is preceded by the words "*ENTER CODE*", unless the questions or columns are to be skipped. Make no entries in the shaded *Office Use* boxes. All possible codes are shown on the questionnaire.

51. Has there been any change since March 1976 in the Employer's name you use in filing the return?

YES ☐ = 1 - Continue.

NO ☐ = 2 - Go to Item 53.

..... Enter Code

433

52. Did management change when the name changed?

YES ☐ = 1 - Continue.

NO ☐ = 2 - Continue.

..... Enter Code

434

Chapter 6

Completing The Questionnaire

START THE INTERVIEW

When you have located the person to be interviewed, introduce yourself, explain the purpose of the survey and enter the name and title of the person providing the information. Also include the phone number in the space provided since it may be needed for appointments and future contacts. Do not correct the name on the sticker until you get to question 3 on page 2 of the questionnaire.

The listed person or firm may be part of a larger organization or have operations at more than one location and in more than one State. The questionnaire refers to *all* employees working on any farm and hired and paid by the person or firm *entered on the face sheet* of the questionnaire. Operations with farm workers in more than one State require separate questionnaires for each State, except for the "A" and "C" questionnaires.

You will be collecting information about the number of employees and hours worked on any farm during the survey week. Whenever a respondent reports that his payroll period does not coincide with the survey workweek, proceed as follows:

- (1) Payroll period is for a 7 day period, but this period does not coincide with the survey calendar workweek:

Accept the respondent's workweek. Obtain information for the payroll 7 day period that includes the 12th of the month. However, if the 12th falls on Thursday or Friday and this will be the beginning of the pay period, obtain the data for previous week.

- (2) Payroll period is greater than a week:

Try to obtain data for the survey week. If not possible, obtain the hours, wages, and number of employees for the payroll period, which may be 2 weeks, or half a month. (If a month, you may need to obtain data for the previous month.) Try to get the number of persons employed during the survey period. Note the dates of the payroll period and any remarks concerning activities during the survey week. For example, the employer may have 20 employees during the 2 week payroll period, but only have 5 workers during the survey week. An explanation of such cases is needed in order to adjust to a weekly basis.

QUESTIONNAIRE A - INTERVIEW

The June Enumerative Survey respondent is to be interviewed whether or not that person still resides in the area segment. The following conditions may apply:

<u>CONDITION</u>	<u>ACTION</u>
1. JES respondent is an independent operator and still in operation.	Complete labor questionnaire unless the respondent now lives more than 30 miles away. Contact your supervisor - there may be an opportunity to assign the respondent to someone else.
2. JES respondent is no longer a farm operator.	Note this on questionnaire, determine new operator. Enumerate the new operator if that person did not operate a farm in the State prior to last June 1. If the new person did operate a farm prior to last June 1, do not complete the interview.
3. JES respondent is no longer an independent operator, but is now in a partnership, corporation or cooperative.	Complete a questionnaire for the new partnership, corporation or cooperative if formed after June 1. If the respondent joined an organization that was formed before June 1, do not complete a questionnaire.
4. Tract selected is a corporation or partnership tract.	Complete a questionnaire for all workers hired and paid by the corporation or partnership. Classify one partner as the operator. The other(s) partner would be classified as paid or unpaid, family or non-family as the situation dictates.

QUESTIONNAIRES B, C AND D - INTERVIEW

These questionnaires should be completed for the name printed on the questionnaire. Screening questions are on these questionnaires to determine if the person or firm is doing business, whether they operate a farm, or if the respondent should be interviewed using another questionnaire.

If the name on the sticker is a combination of owner and/or operator and a farm name, complete a questionnaire for the farm name only.

871 10 15 1150 01

Johnson, Larry R.
Johnson Ranches
RT. 1, Box 250
Burke, YS 12345

RESP. CODE (Circle One)
1 Mail
2 Telephone
3 Interview
4 Refusal
5 Inaccessible
422

When you have completed the interview, circle the proper response code on the face page of the questionnaire. Sign your name and give the date of completion.

On the following pages is an explanation of each item (questions) on the four questionnaire versions. Not all items are identical on all versions so when they differ the heading will indicate the version involved. The different versions (A, B, C and D) do not contain all items (1-55); for this reason, item numbers may not be consecutive.

Questionnaires C and D - Item 7

"C"

7 During the week of (date) did you (or your firm) perform any of the following operations on any farm?

"D"

7 During 1977 and 1978 to date, did you (or your firm) perform any of the following operations on any farm?

It is very important to probe to determine if the person or firm is "operating" under another name or is "out of business". The following situations may occur:

Questionnaires B and D

1 Is there a person or firm currently doing business under the name of _____?
(Name on Sticker)

YES ☐ - Go to Item 6 on page 2. NO ☐ - Continue

2 Has this firm been sold, completely liquidated or taken over by another operations?

YES ☐ - Conclude Interview.
Explain in space for comments. NO ☐ - Continue

3 Under what name is _____ operating?
(Name on Sticker)

Person or Firm Name _____

ENUMERATOR. Correct Name on Sticker.

4 Did management change when the name changed? YES ☐ - Continue. NO ☐ - Go to Item 6 on page 2.

5 Did this change occur after April 1, 1976? YES - Go to Item 6 on page 2. NO - Conclude Interview.

SITUATION	EXAMPLE SELECTED NAME	PRESENT NAME	ACTION
1. Firm has a local name, but does business under the name on the questionnaire.	John Adams, Inc.	Adams Feed and Seed	1. Answer YES to Item 1 and continue with Item 6
2. Operation has changed management or ownership, but operates under the person or firm name.	Anderson Farms John Anderson, Mgr.	Anderson Farms Will Pickens	2. Answer YES to Item 1 and continue with Item 6.
3. Firm changed name, but is operated by the same operator.	Bell Enterprises James R. Bell	Bell Farms James F. Bell	3. Answer NO to Item 1 and continue with Item 2. Change name on sticker. In most cases the answer to Item 4 will be No and the questionnaire should be completed.
4. Operation has changed management and name.	Baron Ranch David Baron	John Williams	4. Answer NO to Item 1 and continue with Item 2. Conclude interview.
5. The operation has been sold to another person(s) or gone out of business.	(a) Marshall Dalton	Raymond Smith - Marshall Dalton no longer farms. Quit before June 1, 1978. Raymond Smith bought farmland.	5. a) Answer NO to Item 1 and continue with Item 2. Conclude interview.
	(b) Dave Brown, Larry Dalton, and Henry Smith	Dave Brown and Larry Dalton. Change occurred before June 1.	b) Answer NO to Item 1 and continue with Item 2. Conclude interview.
	(c) William Jones	Wm. Jones and Carson Smith. Change occurred before June 1.	c) Answer NO to Item 1 and continue with Item 2. Conclude interview.

Note when the firm went out of business, *what* happened to the person or firm named in Item 1, and *who* bought out the firm. Enter the new name of the person or firm in Item 3. Also correct name on the sticker.

Ask Item 4 when an entry is made in Item 3. An operation may change names without changing the operator or management. For example, John Smith and Son operated the S Bar Ranch; the name of the ranch was changed to Smith Ranch with John Smith and Son still the operators. A "NO" would be checked. If Joe Jones is the new owner-operator of the Smith Ranch, a "YES" would be checked.

If the change occurred after June 1 (April 1, 1976 on the D questionnaire) the operation should be included in the survey, since it is new and would not have had a chance to be included in either the June Enumerative Survey or the Farm Labor list. Correct the name on the sticker and continue the interview. If the change occurred before June 1 (April 1, 1976) conclude the interview, since it was possible to pick this firm up in the June Enumerative Survey or the Farm Labor list.

Questionnaires B, C, and D

Does (Name on Sticker):

- a. Operate a farm or ranch? YES ☐ NO ☐
- b. Grow any crops? YES ☐ NO ☐
- c. Have any livestock or poultry? YES ☐ NO ☐
- d. Receive any Government Farm Program Payments? YES ☐ NO ☐

OFFICE USE

002

This item will determine if the person or firm named on the face sheet qualified as a farm operator by having a "YES" checked in any box. The party named on the face page of the questionnaire MUST operate a farm before you continue with Questionnaire B. If "NO" is checked for *all four* Items 6a-d, go to Questionnaire D, Item 7. On a D questionnaire if a YES ☒ is checked, go to a B questionnaire Item 8a and continue. If all NO's, continue on the C or D versions.



Questionnaires C & D, Item 7.

"C"

7 During the week of (date) did you (or your firm) perform any of the following operations on any farm?

"D"

7 During 1977 and 1978 to date, did you (or your firm) perform any of the following operations on any farm?

- a. Soil preparation and fertilizer application
- b. Crop planting, cultivation, spraying, dusting, etc.
- c. Machine harvesting of crops
- d. Crop preparation for market or storage
- e. Cotton ginning
- f. Other crop services
- g. Farm labor contractor and crew leaders
- h. Farm management services
- i. Livestock services such as breeding, spraying, testing, auctioning, or other operations.
(Exclude all veterinary services. Also exclude all special services for pets.)

C O D E	Was this operation performed on a fee or contract basis?		(Ask only if more than one check in Column b:) Which was the MAJOR operation performed? (Check One)
	YES (Check)	NO (Check)	
(a)	(b)	(c)	(d)
11			
21			
22			
23			
24			
29			
61			
62			
51			

Item 7 is a screening question to show what type of agricultural service was performed by the person or firm being enumerated during the survey week on Questionnaire C or during 1977 and 1978 to date on Questionnaire D. If questions arise on type of agricultural service, see detail listing on pages 71-73 of this manual.

Questionnaires B and D, Items 8a and b.

8 a. Did you have any employees in other States working on farms during the week of (date)?

NO ☐ - Go to Item 9.

YES ☐ - Continue

8b. In what other State(s) were these employees working?

It is important that Questionnaires B and D be completed for each State where there are employees working on farms. If in doubt whether employees qualify or not, complete a questionnaire during the interview and note your concern on the questionnaire for your supervisor's attention. Listing of the other States in Item 8b should only be done on the first questionnaire. List all States even though only 2 lines are shown. Utilize space to the right of question.

9 Did any family members, including the operator, work on this or any other farm during the week of (Date)?

NO ☐ - Go to Item 14. YES ☐ - Continue

Item 9 is a screening question to determine if the farm or firm operator or unpaid family members worked on any farm in this State. Skip questions 10 through 13 if there are no unpaid family workers.

10 How many hours did you (the operator) do agricultural work or chores on this or any other farm during the survey week? (Exclude hired managers and paid officers of a corporation) Hours

009

INCLUDE

All work covered under the definition of agricultural labor as shown on page 12.

Hours of exchange work done on another farm during the survey work week.

On C and D questionnaires. All hours the operator of an agricultural service firm spent working on farms during the survey week.

In the case of family partnerships and corporations, include the hours of the unpaid person considered to be the operator. The operator for our purposes would be the one making most day-to-day decisions or the oldest.

EXCLUDE

Paid supervisors, hired managers or paid officers of a corporation or farm. Paid managers and officers should be included in Item 13 or 14. If a hired manager is also the operator, Item 10 hours will be zero and this person should be included in Item 13.

11 How many unpaid family members did agricultural work or chores on this or any other farm during the survey week? (Include partner and members of partner's family working without pay) Number

ENUMERATOR NOTE:

Indian Reservations and institutional farms that have workers that are not paid and are not members of the operator's family should receive special handling. Determine the number of workers that will work 15 or more hours during the week. Also obtain either the total number of hours worked during the survey week by these workers or the average hours worked. Note this information in detail on the questionnaire. These are treated as unpaid family workers and listed accordingly.

INCLUDE

Exchange work done on another farm by any of these unpaid workers.

All members of the immediate family, (brothers, sisters, mother, father, spouse, sons and daughters) regardless of where they live, who did agricultural work without receiving cash wages.

If a family partnership or corporation, include all unpaid partners or corporate members and their immediate family who did agricultural work during the survey week.

EXCLUDE

The farm operator or hired manager. If no unpaid workers, skip to Item 13.

- 12** Please list separately the total hours each unpaid family member or partner worked on this or any other farm during the survey week? (Do not include the operator)...

(Date)			
Family Member 1	Family Member 2	Family Member 3	Family Member 4
Hours	Hours	Hours	Hours

OFFICE USE	
010	
011	

Answers must be *total hours* of unpaid agricultural work performed during the survey week by each family member and not *hours per day*.

EXAMPLE: If a person works 6 days, 3 hours per day, the correct answer is 18 TOTAL HOURS.

- 13** How many family members were paid by you (the operator) to do agricultural work or chores on this or any other farm during the survey week?

012

INCLUDE

1. Paid members of the operator's family regardless of where they live.
2. Paid family members of a partnership or corporation.
3. Paid members of the operator's family for exchange work on another farm if paid by the operator or firm listed on the sticker.

- 14** How many nonfamily workers were paid by you (the operator) to do agricultural work or chores on this or any other farm during the survey week? (Exclude contract workers)*

013

INCLUDE

1. Hired nonfamily managers and paid officers of a corporation or farm.
2. Nonfamily members doing work on another farm, but paid by the operator or firm listed on the sticker.
3. All other hired nonfamily employees performing agricultural work or chores on a farm during the survey week.

It must be determined how many of the employees were working on any farm during the survey week. For example, a custom fertilizer applicator would most likely have workers on farms where a vegetable packer may not have any workers on farms, if the grower brought the vegetables to the packing shed located off the farm. In cases where the respondent hires groups of workers and there may be a different group each day and he cannot determine who worked each day, get the total for the largest group that worked on any day during the survey week.

15 Then the total number of workers working on farms was (Item 13 + 14) 008

This should be the total number of farm employees at all locations in this State. These workers must have performed some agricultural activities during the survey week. Exclude those on paid vacation.

If for some reason there are no employees during the survey week, explain fully in the comments.

For agricultural service firms reporting on "C" and "D" versions, Item 15 should include only workers performing agricultural work on farms during the survey week.

The operator of a one-man agricultural service firm should not be included as a paid worker.

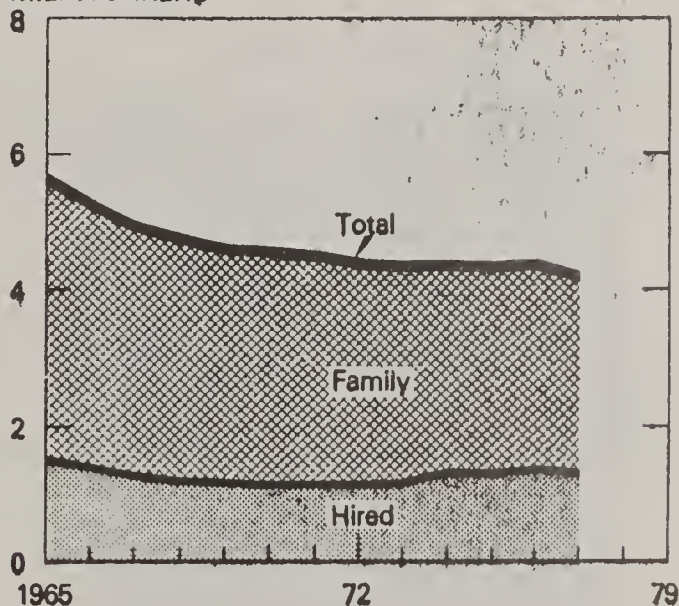
Questionnaire C

16 For how many separate farming operations in this State were these services performed during the survey week?..... 004

These are the operations for which "YES" was checked in column (b) on page 2. Should the firm be performing more than one operation and both were performed for the same farm, count the farm only once.

FARM EMPLOYMENT

MIL. WORKERS



ENUMERATOR: Hired workers should be grouped if they:

1. Did the same type of work (Item 17),
2. Worked the same number of hours, (Item 20),
3. Had the same method and rate of pay (Item 22) and
4. Received the same benefits (Item 23)

Item	17
L I N E	Report family members on separate lines from nonfamily. Also record migrant workers on separate lines from nonmigrant.
N U M B E R	<p>TYPE OF WORKER</p> <ol style="list-style-type: none"> 1. Field Workers 2. Livestock workers 3. Workers packing agricultural products 4. Machine operators 5. Supervisors 6. Other agricultural workers <p>(Describe) (Code)</p>

17 All employees on the payroll performing activities that meet these definitions should be classified as "agricultural workers". If the work they are doing falls into more than one of the 6 categories, enter the one in which they spent the most time during the survey week.

Workers should be grouped according to the instructions shown on the top of page 4 of the questionnaire.

The second instruction, "worked the same number of hours" is only used for the July Survey. This breakout is necessary for calculating overtime. Enumerators, with the cooperation of the respondents, should group workers to the best of their abilities. When in doubt whether to group workers, enter them on separate lines. Piece rate workers will be assumed to be receiving the same rate of pay.

Do not combine family and nonfamily workers on the same line. Also do not enter migrant workers on same line as nonmigrant workers. Describe the work and enter the appropriate code.

DEFINITION OF TYPE OF WORKER

1. Field workers

This includes work by non-supervisory workers engaged in the preparation, planting, caring and harvesting of crops. Also include nursery and greenhouse workers. Workers who spend the majority of their time operation a machine must not be included in this category.

2. Livestock workers

All non-supervisory work done in connection with the raising and feeding of livestock and poultry. Include cleaning of barns and poultry houses, milking machine operators, gathering eggs, etc. Range and livestock foreman should not be included; they are supervisors.

3. Workers packing agricultural products

All non-supervisory workers engaged on the farm in preparing agricultural products for market, provided such work does not materially change the form of the product. Examples would be packing fruits and vegetables, packing eggs, shedding tobacco and ginning cotton done on the farm.

Exclude work such as potato chipping and dehydration, canning and freezing of fruits and vegetables, manufacturing of milk by-products, making cider and any other work that materially changes the form of the product.

4. Machine Operator

This includes workers spending most of their time *operating* mechanized equipment such as tractors, trucks and harvesting equipment used in connection with the preparation, planting, caring, and harvest of crops, or the raising and feeding of livestock. This includes hauling agricultural products from the place where produced to the point of first sale (local market) if done by a farmer or his employee.

5. Supervisors

A supervisor oversees the work performed by one or more agricultural workers. This category includes: paid managers or executives, intermediate supervisors and supervisors actually delegating work to workers in the other categories. They may also be responsible for maintaining cost, production or other records.

6. Other Agricultural Workers

Include workers connected with the agricultural phase of an organization. Examples are household workers taking care of other farm workers, professional persons doing research on crops or livestock, maintenance people, veterinarians, accountants and bookkeepers, agricultural economists, computer operators, airplane crop dusters, salesmen, buyers, and other professional staff not included in the other five categories. They must be on the payroll of this operation and perform their work on a farm.



18
<p>Number of Workers</p>
(Number)

18 Do not include employees who did not work (paid vacations) during the survey week. Self-employed farm operator or service firm operator should not be included.

To group workers, they must meet the criteria described at the top of the page. Do not combine family and nonfamily workers. Also enter migrant workers on separate lines from nonmigrant.

Add up the number of workers in Column 18 to make sure you have accounted for the total number of agricultural workers working on any farm (Item 15).

19
<p>Enumerator Note:</p> <p><i>If family members, enter the number from Col. 18, otherwise leave blank.</i></p>
(Number)

19 Enter the number of workers that are paid family members. Family member is defined as the parent, spouse, child or other members of the employer's immediate family or partner's immediate family.

Total of Column 19 must equal Item 13.

Entries in Item 19 must equal 18 for paid family members since nonfamily and family workers cannot be combined.



20
<p>How many total hours were worked during the survey week by the (Item 18) _____ workers?</p> <p>(Hours)</p>

20 Each worker must have worked for pay on a farm one hour or more during the survey week to be included.

Record as whole hours. When hours worked are 12 or less, be sure that total hours and not hours per day are reported. Include hours worked when workers are paid on a piece rate basis. Whenever the employer is uncertain regarding hours worked, ask probing questions to determine the number of days and approximate number of hours worked per day during the survey week. Whenever there is no record kept of hours worked, arrive at the *best possible estimate*.

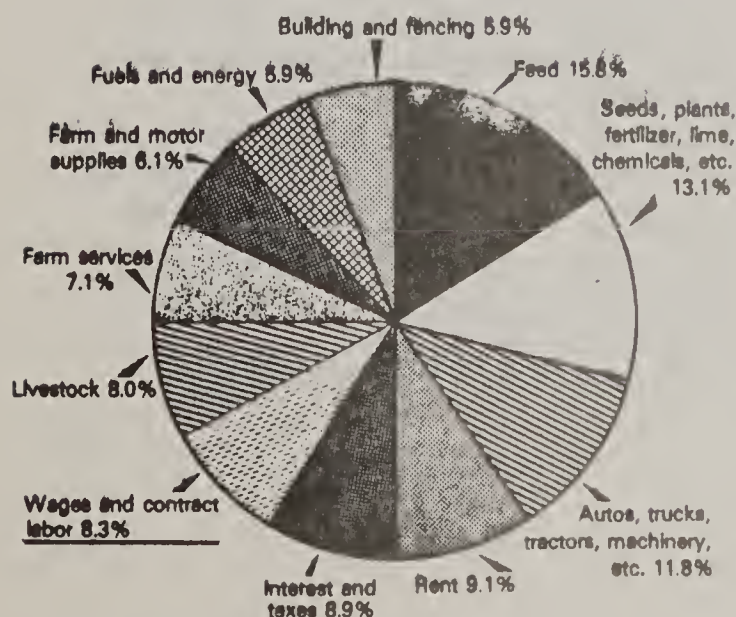
Exclude hours worked for which the employee will not be paid.

21
<p>What were the GROSS cash wages earned by these worker(s) during the survey week?</p> <p>(Dollars & Cents)</p>

21 Enter the total gross wages earned during the survey week. Enter dollars and cents.

The gross cash wages are the total dollars and cents earned, *before* any deductions are made by the employer. Such deductions are Social Security, retirement, insurance, bonds, meals, payment on bills, taxes, etc. Be sure that only gross cash wages for the survey week are reported.

You may need to calculate gross cash wages when a respondent gives only the components. *Show your calculations. Give notes in margins to document special situations.*



*MAJOR EXPENDITURES AS PERCENTAGE OF TOTAL.

TO CALCULATE GROSS WAGES BASED ON:

1. Hourly rate
2. Daily rate
3. Weekly rate
4. Monthly rate

YOU NEED:

1. Total hours X hourly rate = gross wages for the week.
2. Days worked X daily rate = gross wages for the week.
3. *NO* calculations since all wages are converted to this unit of time.
4. Gross monthly salary X .23 = gross wages for the week.

TO CALCULATE GROSS
WAGES BASED ON:

YOU NEED:

- | | |
|----------------------------------|--|
| 5. Yearly rate | 5. Gross yearly wages ÷
52 (weeks, in a year)
= gross wages for week. |
| 6. Piece rate | 6. Number of pieces pro-
duced during survey
<i>or</i> average produced
for a week X piece
rate price = gross
wages for week. |
| 7. Piece rate and
hourly rate | 7. Number 6 calculations
<i>plus</i> hours worked X
hourly rate = gross
wages for week. |

(Enter *ONLY* one method for each worker).

22 People paid by the hour receive an hourly rate for each hour worked. Those paid by the day, week, month or piece rate may receive the same wages per day, week, month, or piece regardless of variations in hours worked. Workers paid bi-weekly should be considered paid by the week.

If a worker received cash wages and a bonus, the method of payment is based on the method of pay for cash wages.

If the employee is paid a percentage of sales only, use the payment method based on how often sales are made. For example, if an employee receives a percent of the monthly milk sales, then use "month".

If paid a share of the crop or on any basis longer than a month, use "month" and be sure the hours and dollars are both converted to a weekly basis.

Piece rate workers pay is based on the number of units they produce. Examples of unit of pay would be box, crate, bushel or acres. A worker being paid both a piece rate and an hourly rate should be considered an hourly rate worker.

22
<p style="text-align: center;">Was the method of payment by the:</p> <p>1. Hour 2. Day 3. Week 4. Month 5. Piece rate</p> <p style="text-align: center;">(Code)</p>

23
<p>In addition to cash wages what was provided these workers:</p> <ol style="list-style-type: none"> 1. Room & board 2. Housing 3. Meals or food 4. Other items 5. Nothing additional <p>(ENTER ONLY ONE CODE)</p>

23 Enter one of the codes 1-5 to indicate items supplied to the worker.

Do not include as furnished any item for which charges or payroll deductions are made.
Example: if hours is furnished, but a monthly charge is made for it, code as "nothing additional".

If workers receive more than one of the items furnished, always use the lowest code.

ITEMS FURNISHED ARE DEFINED AS FOLLOWS:

1. Room and Board

Worker must be provided overnight shelter *and* meals (food prepared and served). They may also receive some additional items such as transportation, gas, clothing, etc.

2. Housing

A worker provided overnight shelter, but does *not* receive any "Board" (food prepared and served). They may also receive some other benefits such as transportation, gas, eggs, vegetables, milk, etc.

3. Meals or Food

A worker provided meals (prepared and served) or food. Food is defined as a consumable item in *edible* form. Between meal snacks or treats should not be considered as meals or food.

4. Other Items

A worker provided any item not meeting the requirements of the previous three categories. This would include workers receiving items such as crop share, bonus paid vacations, gas, health or life insurance, transportation, pick-up truck, or *unprepared* food such as half a hog, or half a beef. To be coded "Other", he must not receive housing, or prepared food.

5. Nothing Additional

A worker that receives *only* cash wages.

23a	23b	23c	23d
<p>Do you pay these workers a premium for overtime work at least 1½ times the hourly rate?</p> <p>YES <input type="checkbox"/> = 1 NO <input type="checkbox"/> = 2 <i>Skip to Item 24</i></p> <p>(Code)</p>	<p>After how many hours per week do you start paying these workers premium overtime at least 1½ times the hourly rate?</p> <p>(Number)</p>	<p>How many total hours over 40 were paid these workers at this premium overtime rate during the survey week?</p> <p>(Number)</p>	<p>What amount of the (Item 21) gross cash wages earned by these workers was premium overtime pay?</p> <p>(Dollars & Cents)</p>

Items 23a-d are asked only in the July Survey.

23a Check YES or NO and enter code. Item 23a is screening question to determine if premium overtime was paid by this person or firm during the survey week. Premium overtime is defined as wages paid for overtime work that is at least 1 1/2 times the regular hourly rate. Overtime policy may vary by worker, therefore, this question must be asked for workers entered on each line on page 4.

23b Record the number of hours per week over 40 after which the person or firm starts paying premium overtime.

EXAMPLES: 1) Premium overtime paid after 44 hours per week.
Enter 44.
2) 8 hours per day for 6 days equals 48. Enter 48.

23c Enter the total hours over 40 per week which was paid at the premium rate. For Example: 10 workers worked 500 hours during the week. This premium overtime starts at 44 hours (Item 23b). Number of regular hours equals 10 X 44 = 440. Subtracting 440 from 500 equals 60 overtime hours. Enter 60 in Item 23c.

23d Enter the total wages earned at the premium rate. This should be at least 1 1/2 times the hourly rate times the Item 23c number of hours.

24
How many of these (Item 18) workers are migrant workers?
(Number)

24 Migrants are farmworkers who move from place to place to find employment. They may or may not live on the farm or ranch where they are employed. They may also be presently working at an area of their permanent residence, but will leave for other areas as work dictates. Migrant workers ordinarily work on a given farm only long enough to complete a specific job.

Exclude: Day haul labor and workers that commute regularly or intermittently from their regular or legal residence to work even though they may remain away from home overnight.

Report migrants and nonmigrants on separate lines.



25	26
How many of these (Item 18) _____ workers are expected to work for you:	
150 days or more in a year? (Number)	Less than 150 days in a year? (Number)

25 Enter the number of worker(s) in either Item 25 or 26, depending on the number of days the worker is expected to work. Item 25 plus 26 must equal Item 18.

26 Count a day as worked if the worker does agricultural labor for as much as one hour. Include in Item 25 if they were hired with the intention of working 150 days or more a year even though they have not yet worked that long. These workers are considered regular workers. Those working less than 150 days in a year are often referred to as seasonal workers.

27	28
(Ask only if Item 26 is a positive entry)	
How many of these (Item 26) workers are expected to work less than 25 days in a year? (Number)	How many nonmigrant workers are expected to work less than 75 days in a year? (Number)

27 Enter only the number of workers that are expected to work less than 25 days in a year. Item 27 cannot exceed Item 26. These workers are often called casual workers.

28 Report here the nonmigrant workers that are expected to work less than 75 days in a year. Item 28 cannot be greater than Item 26. 1/ If there is a positive entry in Item 28 then Item 24 must be blank for that line. This item appears only on the July questionnaires.

29
Of the nonfamily (Item 18) _____ workers, how many are involved in the range production of livestock (Number)

29 Enter the number of workers that are involved in the range production of livestock. A range livestock worker is defined as a person who spends over 50 percent of his time during the year on the range in such activities as herding, handling, transporting, feeding, watering, caring for, branding, tagging and protecting cattle and sheep. These workers also assist in other range duties such as inspecting and repairing fences, wells and windmills and food preparation on the range.

Range includes land that is revegetated naturally or artifically to provide a forage cover that is managed like range vegetation. The range may be on private, Federal or State land, and need not be open. Typically this land is not cultivated nor suitable for cultivation because it is rocky, thin, semiarid, or other wise not acceptable for cropping.



30. Of the NONFAMILY WORKERS we've talked about (Item 18 minus 19) how many are in these age groups?	Under 14 years?	019
	14 - 17 years?	020
	18 - 39 years?	021
	40 - 64 years?	022
	65 years and over? ..	023

ENUMERATOR: *Total by ages must equal the sum of*
Col. 18 minus the sum of Col. 19.....

30 Enter in Item 30 the number of workers in each of the five categories and total them at the bottom. Exclude family members. Total workers reported in Item 30 must equal the sum of Column 18 minus the sum of Column 19.



OFFICE USE

31 During the survey week, what crop or livestock species required the largest number of nonfamily paid workers? _____)

025

(If Item 31 is livestock skip to Item 33.)

32 Has or will this crop be: (Check One)

☐ Hand harvested? ☐ Machine harvested?

33 What was the largest number of nonfamily employees that worked on this (Item 31) crop or livestock species during the survey week?

426

Be specific if a crop is listed, especially vegetable or fruit crops; e.g., snap beans, lima beans, strawberries, tomatoes, etc.

The largest number that worked on a crop cannot exceed the total nonfamily workers for the survey week. Item 33 must be equal to or less than the sum of Item 30.



FOR ITEMS 34 THROUGH 44, BE SURE TO INCLUDE WORK DONE ON A FEE OR CONTRACT BASIS. DO NOT INCLUDE PAID FAMILY MEMBERS.

34 Did _____ employ any
(Name on Sticker)
nonfamily farm workers in 1977? (Include contract workers)

YES ☐ - Continue. NO ☐ - Go to Item ("A"-47)("B"-45)("C"-49) or ("D"-53).

35 What were the total wages paid these nonfamily farm
workers for the entire year 1977? (Include wages paid for contract farm labor,
do not include paid family wages)..... Enter Code

029

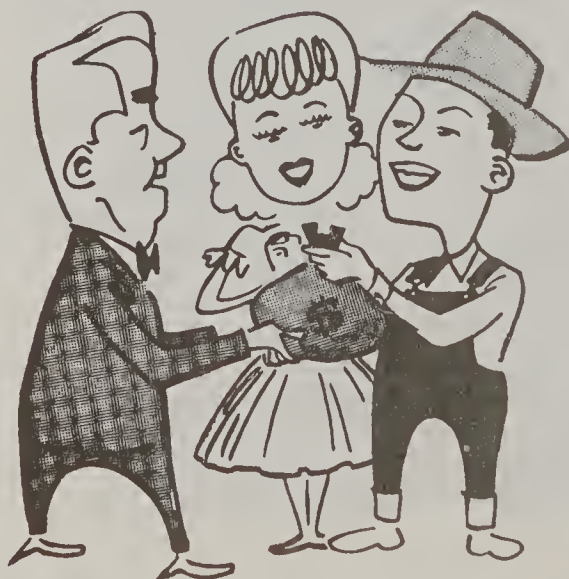
Under \$1,000 - 1	\$10,000-19,999 - 4
\$1,000-4,999 - 2	\$20,000-29,999 - 5
\$5,000-9,999 - 3	\$30,000-39,999 - 6
	\$40,000 and over - 7

Check YES or NO in Item 34. Remind the respondent Item 34 includes any part-time workers and contract workers, but does not include family workers.

Item 35 is to determine the total cost of agricultural labor (excluding paid family) on the operator's farm during the entire year 1977. All regular and seasonal workers hired and paid directly by the operator, as well as the cost of contract agricultural work, are to be included. When including contract work that involves machine hire, attempt if possible, to exclude charges for machine use. (Exclude all cash wages paid to members of his family or his partner's family). If it is convenient, the respondent should be encouraged to check his records.

If zero is reported in Item 35, but Item 34 is checked YES, probe to determine the cause of the difference and make any needed corrections.

Enter the appropriate code for the total wages paid during 1977 in Item 35.



The following series of six questions (36-41) are designed to determine the peak labor quarter, approximation of wages paid and number of man-days of agricultural labor. Include work done on a FEE or CONTRACT basis. Agricultural work by members of the operator's or his partner's immediate family must be excluded.

36 Considering all nonfamily farm workers in 1977 during which quarter did you pay the largest amount of wages? (Check One)

January - March ☐ - 1

July - September ☐ - 3

April - June ☐ - 2

October - December ☐ - 4

Equal Amount ☐ - 5

... Enter Code

031

37 Of the total 1977 wages reported in Item 35, what percent was paid in the (Item 36) _____ quarter? (Check One)

Under 35% ☐ - 1

50 - 74% ☐ - 3

35 - 49% ☐ - 2

75% or more ☐ - 4

... Enter Code

032

38 What was the total number of workers employed during the (Item 36) quarter?

033

39 How many of those (Item 38) _____ workers were employed the entire quarter?

034

40 How many days per week did the employees work who worked the entire quarter?
(Count one hour or more a day as a whole day.)

035

41 For the other (Item 38 minus Item 39) _____ workers who did not work the entire quarter, how many total days did they work?
(No. workers _____ times _____ number of days worked per quarter equal total days.)

036

For Item 36, obtain the respondent's best estimate of the quarter in which he paid the largest amount of wages during 1977. If records are available, use them. If the dollars paid during two or more quarters are nearly equal, obtain the respondent's best estimate of which of the quarters the workers put in the most hours. If all quarters are equal check equal amount. Check peak quarter and enter code in the box.

For Item 37, obtain the respondent's best estimate of the percent of total annual wages paid during the largest quarter. Check the range that applies and enter the code in the answer cell. If an equal amount was paid in all quarters, check "under 35%" and enter code 1.

Keep in mind that answers to questions 38 through 41 are used to calculate man-days worked. Contract labor should be included. Exclude all family labor. Item 39 cannot exceed Item 38. For the workers who worked the entire quarter, determine the average number of days per week they worked one hour or more. Item 40 cannot exceed 7 days.

Item 41 is used to determine the number of man-days worked by those workers who did not work full time. These part-time workers are those not working the entire peak quarter. Item 38 minus Item 39. Determines the total number of days these part-time workers were employed. Space is provided to help in calculating these days. For example, the operator hired 3 employees to make hay in addition to the 2 full time employees. These 3 employees each worked 12 days during the peak quarter. The answer to Item 41 is 36 (3 X 12).

OFFICE USE

42 During 1977, what crop or livestock species required the largest number of nonfamily workers? ()
(If Item 42 is livestock, skip to Item 44.)

037
:

43 Was this crop: Check one ☐ Hand harvested? ☐ Machine harvested?

44 What was the largest number of nonfamily employees that worked on this (Item 42) crop or livestock species at any one time?

038

Be specific if a crop is listed, especially vegetable or fruit crops, e.g., snap beans, lima beans, strawberries, tomatoes, etc. Item 44 will usually not exceed Item 38.

45 What was the total value of agricultural sales from this operation during 1977? Enter Code

015

Less than \$50	1	\$ 10,000 - \$ 19,999	7
\$ 50 - \$ 249	2	\$ 20,000 - \$ 39,999	8
\$ 250 - \$ 599	3	\$ 40,000 - \$ 99,999	9
\$ 600 - \$ 999	4	\$100,000 - \$199,999	10
\$ 1,000 - \$ 2,499	5	\$200,000 - \$499,999	11
\$ 2,500 - \$ 9,999	6	\$500,000 and over.	12

OFFICE USE

46 Considering total value of sales, what was the most important agricultural product sold from the land you operated in 1977? ()

016

The code in Item 45 represents the total value of sales from the land operated by the person or firm entered on the face page. Be sure to include the value at the point of first sale of products grown by the person or firm and marketed through an establishment, owned, rented or managed by them. Do not include in this item those farm products which were handled by the person or firm, but were not produced on the farms operated by this person or firm.

Enter an appropriate code in the box to the right, according to the respondent's answer. If the present operator was not the operator of this place during the preceding year, obtain his best estimate of the value of sales that may have been sold from these acres. Make a note explaining this estimate. For cross-State firms, the same sales code should apply for all questionnaires for the same operation.

In determining the code, include sales of all agricultural products raised on the acres operated by the person or firm. For the tenant farmer or sharecropper, any payment in kind to the landlord should be included in the tenant's total value of crops sold. The landlord should not include the value of these products, or payment for land rented or shared out to others.

Livestock sales refer to livestock sold during the calendar year regardless of when the livestock were raised. Crop sales represent the crops produced in the year noted which have been or will be sold even though some sales occurred or will occur after the end of that year.

Include government program payments. Include agricultural products placed under loan and not redeemed.

Do not deduct cost of production expenses (fertilizer for crops, feed for livestock, etc.) or cost of containers, packing and hauling to local markets.

Item 46 refers to the value of sales in Item 45. List the name of the most important product sold, such as cash grain (small grains, corn, sorghum, soybeans), tobacco, cotton, vegetables or fruit and nuts. Separate poultry, dairy products and other livestock items. This may be government payments, if part or all of farm is in a government program. For cross-State firms, the most important product should be the same for all questionnaires for the same operation.



47 Now I would like to ask about any work you had done on your farm for a FEE or on a CONTRACT basis during the survey week:

During the week of (Date) did you have any agricultural service performed on your farm for a fee or on a contract basis? (Include feed grinding, hay baling, combining, harvesting fruits and vegetables, farm labor contracting, livestock breeding, etc. Exclude work done by other farm operators.)

YES ☐ Continue

NO ☐ Go to next page.

48 What type of service(s) was performed for you? _____

Enter a check under YES or NO for Item 47 to indicate if a service was provided on a FEE or CONTRACT basis. This service must be performed on the respondent's farm. Fee or contract basis is defined as work done on a per acre basis, per unit specified, or for an agreed amount for a certain job. Various arrangements may be reported. The operator normally makes a single payment for the job done, but may pay more often if the contract work is spread over a period of time. This payment covers all the workers involved. If the operator pays each worker individually, the job is probably not a fee or contract arrangement.

List the type of service performed in Item 48. All services to be surveyed are presented in the SIC listing on pages 71-73.

List the name, address and phone number of the firm providing these services. If more than two firms are reported, list additional firms elsewhere on the questionnaire or on a separate sheet. Contact your supervisor immediately for instructions on completing a C questionnaire. Also, enter any information about where to find the person who could give labor information for this agricultural service firm and how you can contact that individual. Sometimes these agricultural service firms move about rapidly from farm to farm and are difficult to locate a week or two later. Examples are fruit picking crews or combine crews. Many times the respondent will know how many people were in the crew, the number of hours they worked and the amount he paid them. If you encounter this type of service, obtain all the information you can from the respondent and note this on the questionnaire.



49 During the period January 1975-March 1976, did you hire any workers?

YES ☐ = 1 - Continue.

NO ☐ = 2 - Go to Item 53.

..... Enter Code

431

For Item 49, the worker(s) may not have worked full time during the period, but at some time during the period, one or more individuals must have done some agricultural work for the respondent. The worker could have worked as little as one day or even a few hours. If the respondent does not know, check YES.

For a YES response, enter code "1" in the answer box and continue. If NO, enter "2" and go to Item 53.

50 Did you file an Employers Social Security Return for these employees?

YES ☐ = 1 - Continue.

NO ☐ = 2 - Go To Item 53.

..... Enter Code

432

Item 50 refers to the one or more worker(s) for which YES was checked in Item 49. If the respondent isn't sure of what is meant by an Employers Social Security Return, show the example of Form 941 and 943 on pages 77 and 78 in this manual. If YES is checked, enter code "1" and continue. If NO, enter code "2" and go to Item 53.

51 Has there been any change since March 1976 in the Employer's name you use in filing the return?

YES ☐ = 1 - Continue.

NO ☐ = 2 - Go to Item 53.

..... Enter Code

433

For Item 51, a change in employer's name means a change in the name used on the Social Security Return submitted for employees hired, such as: Ralph Jones to J. J. Jones and Sons; Clark Harvesters to Clark and Sons, Inc. For a YES response, enter code "1" in the box and continue. If NO, enter code "2" and go to Item 53.

52 Did management change when the name changed?

YES ☐ = 1 - Continue.

NO ☐ = 2 - Continue.

..... Enter Code

434

Ask Item 52 only when a YES was checked in Item 51. An operation may change names without changing the operator or management. For example, John Smith and Son operated the S Bar Ranch; the name of the ranch was changed to Smith Ranch with John Smith and Son still the operators. A NO would be checked. If John Jones is the new owner-operator of the Smith Ranch, a YES would be checked. If YES is checked, enter code "1". If NO is checked, enter code "2".

California Version - Items 49 and 50 are worded slightly different because of the different UIDI list sampled in California.

Items 53 and 54 appear only on the July Questionnaires.

53 Is _____ part of a Conglomerate?
(Name on Sticker)

YES ☐ = 1 Enter code and continue

NO ☐ - Go to Item 55.

424

54 Were the total gross sales of the conglomerate greater than
10 million dollars in 1977?

YES ☐ = 1 Enter code and continue

NO ☐ - Continue.

018

A conglomerate is an organization that controls several businesses or firms, some of which must be unrelated to agriculture.

55 Would you like to receive a report of the result of this survey?

YES ☐ = 1 }
NO ☐ = 2 } Enter code

425

THANK THE RESPONDENT FOR HIS COOPERATION.





Crop
Reporting
Board

Economics, Statistics, &
Cooperatives Service

US Department
of Agriculture

Washington, D.C.
20250

AGRICULTURAL LABOR SURVEY

JULY 1978

Form Approved
O. M. E. Number 40-R3552
Approval Expires 6-30-81

C. E. 15-0014

B List

871 10 15 1150 01

MOORE, LARRY L.
RT. 1, BOX 100
JOHNSON, Y. S. 52124

OFFICE USE

MSC	Type	Cross State
0	7	

Response to this survey is voluntary and not required by law. However, your cooperation is very important in order to estimate the number of farm workers and wage rates. The Privacy Act of 1974 (Public Law 93-579) covers questions relating to family members. Authority for collection of this information is Title 7, United States Code, Section 2204.

Your report will be kept **CONFIDENTIAL** and will be used only to make State and National estimates of Agricultural Labor. Thank you.

Person Contacted Harry Moore

Title Operator

Address if different than above Same as above
(Route or Street)

(City)

(State)

(Zip Code)

Phone 455-5275

Questionnaire completed:

Enumerator Mary Brown

Date July 25, 1978

RESP. CODE	
1	M
2	Tel
3	Int
4	R
5	Inuc
422	

1. Is there a person or firm currently doing business under the name of Harry L. Moore?
(Name on Sticker)

YES ☒ - Go to Item 6.

NO ☐ - Continue

2. Has this business been sold, completely liquidated or taken over by another operation?

YES ☐ - Conclude interview and explain in comments.

NO ☐ - Continue.

3. Under what name is _____ operating?
(Name on Sticker)

Person or Firm Name _____

ENUMERATOR: Correct Name on Sticker.

4. Did management change when the name changed? YES ☐ - Continue. NO ☐ - Go to Item 6.

5. Did this change occur after June 1, 1978? YES ☐ - Go to Item 6. NO ☐ - Conclude Interview.

6. Does (Name on Sticker):

a. Operate a farm or ranch? YES ☒ NO ☐

b. Grow any crops? YES ☐ NO ☐

c. Have any livestock or poultry? YES ☐ NO ☐

d. Receive any Government Farm Program Payments? YES ☐ NO ☐

OFFICE USE

002

If ANY Items are checked YES continue on next page.

If ALL Items are checked NO, go to Questionnaire D, Item 7 - - Attach it to this questionnaire.

COMMENTS: _____

SURVEY WEEK - JULY 9 - 15

8a. Did you have any employees in other States working on farms during the week of July 9 - 15?

NO ☒ - Go to Item 9.

YES ☐ - Continue

8b. In what other State(s) were these employees working?

(A separate questionnaire must be completed for each State.)

FARM OPERATOR AND UNPAID FAMILY MEMBERS

9. Did any family members, including the operator, work on this or any other farm during the week of July 9 - 15?

NO ☐ - Go to Item 14.

YES ☒ - Continue

10. How many hours did you (the operator) do agricultural work or chores on this or any other farm during the survey week? (Exclude hired managers and paid officers of a corporation) Hours

009

72

11. How many unpaid family members did agricultural work or chores on this or any other farm during the survey week? (Include partner and members of partner's family working without pay) Number

2

JULY 9 - 15

12. Please list separately the total hours each unpaid family member or partner worked on this or any other farm during the survey week? (Do not include the operator) ...

Family Member 1	Family Member 2	Family Member 3	Family Member 4
Hours	Hours	Hours	Hours
24	10		

OFFICE USE

010

011

HIRED WORKERS

13. How many family members were paid by you (the operator) to do agricultural work or chores on this or any other farm during the survey week?

012

2

14. How many nonfamily workers were paid by you (the operator) to do agricultural work or chores on this or any other farm during the survey week? (Exclude contract workers)*

013

2

15. Then the total number of farm workers on your payroll was (Item 13 + 14)

014

4

Report information for these paid farm workers on pages 4 and 5. If NO hired workers in Item 15, please continue on page 6, Item 34.

* Contract workers perform work on a farm and are paid by a crew leader, contractor, owner, processor, cooperative, custom work operator or other such person having an oral or written contract with the operator.

B

Now I would like information about the farm workers paid by the farm owner or worker. Let's start with paid family members.

ENUMERATOR: *Hired workers should be grouped if they:*

1. Did the same type of work (Item 17),
2. Worked the same number of hours, (Item 20),
3. Had the same method and rate of pay (Item 22) and
4. Received the same benefits (Item 23)

	17		18		19		20		21
LINE NUMBER	TYPE OF WORKER 1. Field Workers 2. Livestock workers 3. Workers packing agricultural products 4. Machine operators 5. Supervisors 6. Other agricultural workers (Describe) (Code)		Number of Workers (Number)		Enumerator Note: If family members, enter the number from Col. 18, otherwise leave blank. (Number)		How many total hours were worked during the survey week by the (Item 18) workers? (Hours)		What were the GROSS cash wages earned by these worker(s) during the survey week? (Dollars & Cents)
1	Mowing Alfalfa Hay 039 4	040	1	048	1	044	30	046	100.00
2	Painted Barn 051 6	052	1	060	1	056	22	058	50.00
3	Fed and Cared for Stock 063 2	064	1	072	—	068	48	070	170.00
4	Sprayed Corn 075 4	076	1	084	—	080	40	082	145.00
5		087		088		092		094	.00
6		099		100		104		106	.00
7		111		112		116		118	.00
8		123		124		128		130	.00
9		135		136		140		142	.00
10		147		148		152		154	.00
11		159		160		164		166	.00
12		171		172		176		178	.00
13		183		184		188		190	.00
14		195		196		200		202	.00
15		207		208		212		214	.00

ENUMERATOR: The total of Column 18 must equal Item 15 and Column 19 must equal Item 13.....

4

2

30. Of the NONFAMILY WORKERS we've talked about (Item 18 minus 19) how many are in these age groups?

Under 14 years?

14 - 17 years?

18 - 39 years?

40 - 64 years?

65 years and over? ..

019	
020	
021	2
022	
023	

ENUMERATOR: Total by ages must equal the sum of Col. 18 minus the sum of Col. 19.....

2

SURVEY WEEK - JULY 9 - 15

22	23	23a	23b	23c	23d
Was the method of payment by the: 1. Hour 2. Day 3. Week 4. Month 5. Piece rate (Code)	In addition to cash wages what was provided these workers: 1. Room & board 2. Housing 3. Meals or food 4. Other items 5. Nothing additional (ENTER ONLY ONE CODE)	Do you pay these workers a premium for overtime work at least 1½ times the hourly rate? YES <input type="checkbox"/> = 1 NO <input type="checkbox"/> = 2 Skip to Item 24 (Code)	After how many hours per week do you start paying these workers premium overtime at least 1½ times the hourly rate? (Number)	How many total hours over 40 were paid these workers at this premium overtime rate during the survey week? (Number)	What amount of the (Item 21) gross cash wages earned by these workers was premium overtime pay? (Dollars & Cents)
045 3	047 1	501 2	502	503	504
057 5	059 1	514 2	515	516	517
069 3	071 5	527 1	528 44	529 4	530 22.00
081 3	083 5	540 1	541 44	542 0	543
093	095	553	554	555	556
105	107	566	567	568	569
117	119	579	580	581	582
129	131	592	593	594	595
141	143	605	606	607	608
153	155	618	619	620	621
165	167	631	632	633	634
177	179	644	645	646	647
189	191	657	658	659	660
201	203	670	671	672	673
213	215	683	684	685	686

OFFICE USE

025

31. During the survey week, what crop or livestock species required the largest number of NONFAMILY paid workers? Hay

(If Item 31 is livestock skip to Item 33.)

32. Has or will this crop be: (Check One)

☐ Hand harvested? ☒ Machine harvested?

33. What was the largest number of NONFAMILY employees that worked on this (Item 31) crop or livestock species during the survey week?

426

2

24	25	26	27	28	29
How many of these (Item 18) workers are migrant workers? (Number)	How many of these (Item 18) workers are expected to work for you:		(Ask only if Item 26 is a positive entry)		Of the nonfamily (Item 18) workers, how many are involved in the range production of livestock (Number)
	150 days or more in a year? (Number)	Less than 150 days in a year? (Number)	How many of these (Item 26) workers are expected to work less than 25 days in a year? (Number)	How many nonmigrant workers are expected to work less than 75 days in a year? (Number)	
043 —	041 /	042	440	049	050 —
055 —	053	054 /	441 /	061 /	062 —
067 —	065 /	066	442	073	074 —
079 —	077 /	078	443	085	086 —
091	089	090	444	097	098
103	101	102	445	109	110
115	113	114	446	121	122
127	125	126	447	133	134
133	137	138	448	145	146
151	149	150	449	157	158
163	161	162	450	169	170
175	173	174	451	181	182
187	185	186	452	193	194
199	197	198	453	205	206
211	209	210	454	217	218

CONTINUE →

**INCLUDE ONLY NONFAMILY FARM WORKERS IN
ITEM 34 THROUGH ITEM 44**

NOW I WOULD LIKE TO REFER BACK TO 1977.

34. Did Mr Moore employ any
(Name on Sticker)
nonfamily farm workers in 1977? (Include contract workers)

YES ☒ - Continue. NO ☐ - Go to Item 45

35. What were the total wages paid these nonfamily farm workers for the entire year 1977? (Include wages paid for contract farm labor, do not include paid family wages)..... Enter Code

Under \$1,000 - 1	\$10,000-19,999 - 4
\$1,000-4,999 - 2	\$20,000-29,999 - 5 -
\$5,000-9,999 - 3	\$30,000-39,999 - 6
	\$40,000 and over - 7

029

5

36. Considering all nonfamily farm workers in 1977 during which quarter did you pay the largest amount of wages? (Check One)

January - March ☐ - 1July - September ☐ - 3April - June ☒ - 2October - December ☐ - 4Equal Amount ☐ - 5 ... Enter Code

031

2

37. Of the total 1977 wages reported in Item 35, what percent was paid in the (Item 36) _____ quarter? (Check One)

Under 35% ☒ - 150 - 74% ☐ - 335 - 49% ☐ - 275% or more ☐ - 4 Enter Code

032

1

38. What was the total number of workers employed during the (Item 36) quarter?

033

4

39. How many of those (Item 38) _____ workers were employed the entire quarter?

034

3

40. How many days per week did the employees work who worked the entire quarter?
(Count one hour or more a day as a whole day.)

035

6

41. For the other (Item 38 minus Item 39) 1 workers who did not work the entire quarter, how many total days did they work?
(No. workers _____ times _____ number of days worked per quarter equal total days.)

036

45

OFFICE USE

42. During 1977, what crop or livestock species required the largest number of nonfamily workers? (Hogs and Cattle)
(If Item 42 is livestock, skip to Item 44.)

037

43. Was this crop: Check one ☐ Hand harvested? ☐ Machine harvested?

44. What was the largest number of nonfamily employees that worked on this (Item 42) crop or livestock species at any one time?

038

3

Now I would like to classify your operation in terms of sales from the land you operated in 1977.

Considering : All your 1977 crops sold and to be sold.

All livestock, poultry, and products sold in 1977.

All Government payments received in 1977, and

All sales of any miscellaneous agricultural products, in 1977.

45. What was the total value of agricultural sales from this operation during 1977? Enter Code

015

10

Less than \$50	1	\$ 10,000 - \$ 19,999	7
\$ 50 - \$ 249	2	\$ 20,000 - \$ 39,999	8
\$ 250 - \$ 599	3	\$ 40,000 - \$ 99,999	9
\$ 600 - \$ 999	4	\$100,000 - \$199,999	10 ✓
\$ 1,000 - \$ 2,499	5	\$200,000 - \$499,999	11
\$ 2,500 - \$ 9,999	6	\$500,000 and over.	12

OFFICE USE

46. Considering total value of sales, what was the most important agricultural product sold from the land you operated in 1977? (Cattle)

016

Now I would like to ask about any work you had done on your farm for a FEE or on a CONTRACT basis during the survey week:

47. During the week of July 9-15, did you have any agricultural service performed on your farm for a fee or on a contract basis? (Include feed grinding, hay baling, combining, harvesting fruits and vegetables, farm labor contracting, livestock breeding, etc. Exclude work done by other farm operators.)

YES ☒ ContinueNO ☐ Go to next page.

48. What type of service(s) was performed for you?

Hay Baling
Stacking Hay

Please enter below the name and address of the firm(s) performing the service(s):

NAME: John White

NAME: _____

ADDRESS: Rt. 2

ADDRESS: _____

Burke, Y.S. 52124

Phone: _____

Phone: _____

ENUMERATOR NOTE: Contact your State Supervisor for instructions on obtaining a "C" questionnaire.

Continue on next page.

53. Is this farm or ranch part of a conglomerate?

YES ☐ = 1 ... Enter code and continue.....

424

NO ☒ - Go to Item 55.

54. Were the total gross sales of the conglomerate greater than 10 million dollars in 1977?

YES ☐ = 1 ... Enter code and continue

018

NO ☐ - Continue.

55. Would you like to receive a report of the results of this survey?

YES ☒ = 1 } Enter code

NO ☐ = 2 }

425 /

CONCLUDE INTERVIEW

NOTES AND COMMENTS: _____



Economics, Statistics, &
Cooperatives Service

U.S. Department
of Agriculture
Washington, D.C.
20250

AGRICULTURAL LABOR SURVEY

JULY 1978

Form Approved
O. M. B. Number 40-R3552
Approval Expires 6-30-81

C.E. 15-0017

C
Agric Services

OFFICE USE

YR	MO	FRAME	STATE	DIST.	SEGMENT	TRACT	MSC	Type	Cross State
8	7	1	10	15	1150	01		000	

John White
Rt. 2
Burke, YS. 52124

RESP. CODE
(Circle One)
1 Mail
2 Telephone
3 Interview
4 Refusal
5 Inaccessible

422

Correct Name & Address if necessary:

NAME _____

ADDRESS _____

Street

City

State

Zip Code

PHONE 455-5100

We are conducting a survey of agricultural workers for the week of July 9-15. While talking to

Mr. Moore of Johnson, I was told that you performed work for him during that week on a FEE or CONTRACT basis. In order to complete this survey I need some information about your operation. Response to this survey is voluntary and not required by law. However, your cooperation is very important in order to estimate the number of farm workers and wage rates. Your report will be kept CONFIDENTIAL and used only in combination with other reports to estimate agricultural labor.

6. Does this firm or person:

- a. Operate a farm or ranch? YES ☐ NO ☒
- b. Grow any crops? YES ☐ NO ☒
- c. Have any livestock or poultry? YES ☐ NO ☒
- d. Receive any Government Farm Program Payments? YES ☐ NO ☒

OFFICE USE

002	2
-----	---

If all NO's are checked, go to Item 7, page 2.

If any items are checked YES, conclude the interview. Thank the respondent and state that we are collecting agricultural service information from nonfarm operators only.

SURVEY WEEK JULY 9-15

7. During the week of July 9-15 did you (or your firm) perform any of the following operations on any farm?

- a. Soil preparation and fertilizer application
- b. Crop planting, cultivation, spraying, dusting, etc.
- c. Machine harvesting of crops
- d. Crop preparation for market or storage
- e. Cotton ginning
- f. Other crop services
- g. Farm labor contractor and crew leaders
- h. Farm management services
- i. Livestock services such as breeding, spraying, testing, auctioning, or other operations.
(Exclude all veterinary services. Also exclude all special services for pets.)

C O D E	Was this operation performed on a fee or contract basis?		(Ask only if more than one check in Column b:) Which was the MAJOR operation performed? (Check One)
	YES (Check)	NO (Check)	
(a)	(b)	(c)	(d)
11			
21			
22	✓		
23			
24			
29			
61			
62			
51			

If all NO's, explain below on what basis, other than fee or contract, the operation(s) were performed, then
CONCLUDE INTERVIEW

OFFICE USE

(Firm Code)

003

C

SURVEY WEEK - JULY 9-15

OPERATOR AND UNPAID FAMILY MEMBERS

9. Did any family members, including the operator, work on any farm during the week of July 9-15?

NO ☐ - Go to Item 14.

YES ☒ - Continue.

10. How many hours did you (the operator) do agricultural work on any farm during the survey week? (Exclude hired managers and paid officers of a corporation)..... Hours

009

36

11. How many unpaid family members did agricultural work on any farm during the survey week? (Include partner and members of partner's family working without pay)..... Number

0

12. Please list separately the total hours each unpaid family member or partner worked on any farm during the survey week? (Do not include the operator)...

Family Member 1	Family Member 2	Family Member 3	Family Member 4
Hours	Hours	Hours	Hours

OFFICE USE

010

011

HIRED WORKERS

13. How many family members were paid by you (the operator) to do agricultural work on any farm during the survey week?.....

012

0

14. How many nonfamily workers were paid by you (the operator) to do agricultural work on any farm during the survey week?.....

013

3

15. Then the total number of workers working on farms was (Item 13 + 14)

008

3

16. For how many separate farming operations in this State were these services performed during the survey week?.....

004

2

Report information for these paid farm workers on pages 4 and 5. If NO hired workers in Item 15, please continue on page 6, Item 34.

C

ENUMERATOR: Hired workers should be grouped if they:

1. Did the same type of work (Item 17),
2. Worked the same number of hours, (Item 20),
3. Had the same method and rate of pay (Item 22) and
4. Received the same benefits (Item 23)

Now I would like information about the farm workers paid by you by type of worker. Let's start with paid family members.

Item	17	18	19	20	21
L I N E	Report family members on separate lines from nonfamily. Also record migrant workers on separate lines from nonmigrant.		Enumerator Note: If family members, enter the number from Col. 18, otherwise leave blank.	How many total hours were worked during the survey week by the (Item 18) _____ workers?	What were the GROSS cash wages earned by these worker(s) during the survey week?
N U M B E R	TYPE OF WORKER 1. Field Workers 2. Livestock workers 3. Workers packing agricultural products 4. Machine operators 5. Supervisors 6. Other agricultural workers (Describe) (Code)	Number of Workers (Number)	(Number)	(Hours)	(Dollars & Cents)
1	Stacking Hay 20% 80% 039 1	040 2	048	044 90	046 225.00
2	Hauling Hay-Stacking 051 1	052 1	060	056 50	058 145.50
3	063	064	072	068	070 .
4	075	076	084	080	082 .
5	087	088	096	092	094 .
6	099	100	108	104	106 .
7	111	112	120	116	118 .
8	123	124	132	128	130 .
9	135	136	144	140	142 .
10	147	148	156	152	154 .
11	159	160	168	164	166 .
12	171	172	180	176	178 .
13	183	184	192	188	190 .
14	195	196	204	200	202 .
15	207	208	216	212	214 .
ENUMERATOR: The total of Column 18 must equal Item 15 and Column 19 must equal Item 13.....		3			

30. Of the NONFAMILY WORKERS we've talked about (Item 18 minus 19) how many are in these age groups?

Under 14 years?

14 - 17 years?

18 - 39 years?

40 - 64 years?

65 years and over? ..

019	
020	
021	2
022	1
023	

ENUMERATOR: Total by ages must equal the sum of Col. 18 minus the sum of Col. 19.....

3

SURVEY WEEK - JULY 9 - 15

22	23	23a	23b	23c	23d
Was the method of payment by the: 1. Hour 2. Day 3. Week 4. Month 5. Piece rate (Code)	In addition to cash wages what was provided these workers: 1. Room & board 2. Housing 3. Meals or food 4. Other items 5. Nothing additional (ENTER ONLY ONE CODE)	Do you pay these workers a premium for overtime work at least 1½ times the hourly rate? YES <input type="checkbox"/> = 1 NO <input type="checkbox"/> = 2 Skip to Item 24 (Code)	After how many hours per week do you start paying these workers premium overtime at least 1½ times the hourly rate? (Number)	How many total hours over 40 were paid these workers at this premium overtime rate during the survey week? (Number)	What amount of the (Item 21) gross cash wages earned by these workers was premium overtime pay? (Dollars & Cents)
045 1	047 2	501 2	502	503	504
057 3	059 5	514 1	515 48	516 2	517 7.50
069	071	527	528	529	530
081	083	540	541	542	543
093	095	553	554	555	556
105	107	566	567	568	569
117	119	579	580	581	582
129	131	592	593	594	595
141	143	605	606	607	608
153	155	618	619	620	621
165	167	631	632	633	634
177	179	644	645	646	647
189	191	657	658	659	660
201	203	670	671	672	673
213	215	683	684	685	686

OFFICE USE

025

31. During the survey week, what crop or livestock species required the largest number of NONFAMILY paid workers? Hay

(If Item 31 is livestock skip to Item 33.)

32. How or will this crop be: (Check One)

☐ Hand harvested? ☒ Machine harvested?

33. What was the largest number of NONFAMILY employees that worked on this (Item 31) crop or livestock species during the survey week?

426

3

24	25	26	27	28	29
How many of these (Item 18) workers are migrant workers? (Number)	How many of these (Item 18) _____ workers are expected to work for you:		(Ask only if Item 26 is a positive entry)		Of the nonfamily (Item 18) _____ workers, how many are involved in the range production of livestock (Number)
	150 days or more in a year? (Number)	Less than 150 days in a year? (Number)	How many of these (Item 26) workers are expected to work less than 25 days in a year? (Number)	How many nonmigrant workers are expected to work less than 75 days in a year? (Number)	
043 2	041	042 2	440 —	049	050 —
055 —	053 1	054	441	061	062 —
067	065	066	442	073	074
079	077	078	443	085	086
091	089	090	444	097	098
103	101	102	445	109	110
115	113	114	446	121	122
127	125	126	447	133	134
133	137	138	448	145	146
151	149	150	449	157	158
163	161	162	450	169	170
175	173	174	451	181	182
187	185	186	452	193	194
199	197	198	453	205	206
211	209	210	454	217	218

CONTINUE

INCLUDE ONLY NONFAMILY FARM WORKERS IN
ITEM 34 THROUGH ITEM 44

NOW I WOULD LIKE TO REFER BACK TO 1977.

34. Did Mr White employ any
(Name on Sticker)

nonfamily farm workers in 1977? (Include contract workers)

YES ☒ - Continue. NO ☐ - Go to Item 49

35. What were the total wages paid these nonfamily farm workers for the entire year 1977? (Include wages paid for contract farm labor, do not include paid family wages)..... Enter Code

029

4

Under \$1,000 - 1 \$10,000-19,999 - 4
\$1,000-4,999 - 2 \$20,000-29,999 - 5
\$5,000-9,999 - 3 \$30,000-39,999 - 6
\$40,000 and over - 7

36. Considering all nonfamily farm workers in 1977 during which quarter did you pay the largest amount of wages? (Check One)

January - March ☐ - 1

July - September ☒ - 3

April - June ☐ - 2

October - December ☐ - 4

Equal Amount ☐ - 5

... Enter Code

031

3

37. Of the total 1977 wages reported in Item 35, what percent was paid in the (Item 36) _____ quarter? (Check One)

Under 35% ☐ - 1

50 - 74% ☐ - 3

35 - 49% ☒ - 2

75% or more ☐ - 4

Enter Code

032

2

38. What was the total number of workers employed during the (Item 36) quarter?

033

5

39. How many of those (Item 38) 5 workers were employed the entire quarter?

034

2

40. How many days per week did the employees work who worked the entire quarter?
(Count one hour or more a day as a whole day.)

035

5

41. For the other (Item 38 minus Item 39) 3 workers who did not work the entire quarter, how many total days did they work?
(No. workers 3 times 40 number of days worked per quarter equal total days.)

036

120

OFFICE USE

42. During 1977, what crop or livestock species required the largest number of nonfamily workers? (Hay)
(If Item 42 is livestock, skip to Item 44.)

037

43. Was this crop: Check one ☐ Hand harvested? ☒ Machine harvested?

44. What was the largest number of nonfamily employees that worked on this (Item 42) crop or livestock species at any one time?

038

5

Answers to the following questions are needed to classify your report

49. During the period January 1975-March 1976, did you hire any workers?

YES ☒ = 1 - Continue.

NO ☐ = 2 - Go to Item 53.

}

..... Enter Code

431

1

50. Did you file an Employers Social Security Return for these employees?

YES ☒ = 1 - Continue.

NO ☐ = 2 - Go To Item 53.

}

..... Enter Code

432

1

51. Has there been any change since March 1976 in the Employer's name you use in filing the return?

YES ☐ = 1 - Continue.

NO ☒ = 2 - Go to Item 53.

}

..... Enter Code

433

2

52. Did management change when the name changed?

YES ☐ = 1 - Continue.

NO ☐ = 2 - Continue.

}

..... Enter Code

434

53. Is _____ part of a Conglomerate?
(Name on Sticker)

YES ☐ = 1 Enter code and continue.....

NO ☒ - Go to Item 55.

424

54. Were the total gross sales of the conglomerate greater than 10 million dollars in 1977?

YES ☐ = 1 Enter code and continue

NO ☐ - Continue.

018

55. Would you like to receive a report of the result of this survey?

YES ☐ = 1

NO ☒ = 2

Enter code

425

2

CONCLUDE INTERVIEW

Enumerator

Mary Brown

Date

July 27, 1978

STANDARD INDUSTRIAL CLASSIFICATION CODES

Major Group 01.—AGRICULTURAL PRODUCTION—CROPS

The Major Group as a Whole

This major group includes establishments (farms, orchards, greenhouses, nurseries, etc.) primarily engaged in the production of crops or plants, vines and trees (excluding forestry operations). This major group also includes establishments primarily engaged in the operation of sod farms, mushroom cellars, cranberry bogs, and in the production of bulbs, flower seeds, and vegetable seeds.

An establishment primarily engaged in crop production (Major Group 01) is classified in the industry (4-digit) and industry group (3-digit) which accounts for 50 percent or more of the total value of sales for its agricultural production. If the total value of sales for agricultural products of an establishment is less than 50 percent from a single 4-digit industry, but 50 percent or more of the value of sales for its agricultural products derives from the products of two or more 4-digit industries within the same 3-digit industry group, the establishment is classified in the miscellaneous industry of that industry group; otherwise, it is classified as a general crop farm in Industry 0191.

Group Industry
No. No.

011 CASH GRAINS

0111 Wheat

Establishments primarily engaged in the production of wheat.

Wheat farms

0112 Rice

Establishments primarily engaged in the production of rice.

Rice farms

0115 Corn

Establishments primarily engaged in the production of corn for grain. Establishments primarily engaged in the production of sweet corn are classified in Industry 0161.

Corn farms (field corn)

0116 Soybeans

Establishments primarily engaged in the production of soybeans.

Soybean farms

0119 Cash Grains, Not Elsewhere Classified

Establishments primarily engaged in the production of cash grains, not elsewhere classified. This industry also includes establishments deriving 50 percent or more of their total value of sales of agricultural products from cash grains (Industry Group 011), but less than 50 percent from products of any single industry.

Barley farms
Bean (dry field and seed) farms
Buckwheat farms
Cash grain farms: except wheat, rice,
corn, and soybeans
Cowpea farms
Emmer farms
Feed grain farms
Flaxseed farms
Grain farms: except wheat, rice, corn,
and soybeans

Lentil farms
Mustard seed farms
Oat farms
Pea (dry field and seed) farms
Popcorn farms
Rye farms
Safflower farms
Sorghum (except for syrup) farms

013 FIELD CROPS, EXCEPT CASH GRAINS

0131 Cotton

Establishments primarily engaged in the production of cotton and cottonseed.

Cotton farms

Cottonseed farms

Group Industry
No. No.

013 FIELD CROPS; EXCEPT CASH GRAINS—Continued

0132 Tobacco

Establishments primarily engaged in the production of tobacco.

Tobacco farms

0133 Sugar Crops

Establishments primarily engaged in the production of sugarcane and sugar beets.

Beet (sugar) farms
Cane (sugar) farms

Sugar beet farms
Sugarcane farms

0134 Irish Potatoes

Establishments primarily engaged in the production of Irish potatoes.

Potato (Irish) farms

0139 Field Crops, Except Cash Grains, Not Elsewhere Classified

Establishments primarily engaged in the production of field crops, except cash grains, not elsewhere classified. This industry also includes establishments deriving 50 percent or more of their total value of sales of agricultural products from field crops except cash grains (Industry Group 013), but less than 50 percent from products of any single industry.

Alfalfa farms
Broomcorn farms
Clover farms
Field crop farms: except cotton, tobacco, potato, sugar, and cash grain
Flax farms, except for flaxseed

Hay farms
Hop farms
Mint farms
Peanut farms
Sweet potato farms
Timothy farms

016

VEGETABLES AND MELONS

0161 Vegetables and Melons

Establishments primarily engaged in the production of vegetables and melons in the open. Establishments primarily engaged in growing vegetables under glass or other protection are classified in Industry 0182; dry field and seed beans and peas in Industry 0119; Irish potatoes in Industry 0134; and sweet potatoes in Industry 0139.

Asparagus farms
Beet farms, except sugar beet
Cabbage farms
Cantaloupe and other melon farms
Celery farms
Cucumber farms
English pea farms
Green lima bean farms
Green pea farms
Lettuce and romaine farms
Market gardens

Melon farms
Onion farms
Snap bean farms (bush and pole)
Squash farms
Sweet corn farms
Sweet pepper farms
Tomato farms
Truck farms
Vegetable farms
Watermelon farms

017

FRUITS AND TREE NUTS

0171 Berry Crops

Establishments primarily engaged in the production of caneberries, bushberries, and strawberries.

Berry farms
Blackberry farms
Blueberry farms
Cranberry bogs
Currant farms

Dewberry farms
Loganberry farms
Raspberry farms
Strawberry farms

0172 Grapes

Establishments primarily engaged in the production of grapes.

Grape farms

Vineyards

Group Industry
No. No.

017 FRUITS AND TREE NUTS—Continued

0173 Tree Nuts

Establishments primarily engaged in the production of tree nuts.

Almond groves and farms
Chestnut groves and farms
Pecan groves and farms

Tree nut groves and farms
Tung nut groves and farms
Walnut groves and farms

0174 Citrus Fruits

Establishments primarily engaged in the production of citrus fruits.

Citrus groves and farms
Grapefruit groves and farms
Lemon groves and farms

Lime groves and farms
Orange groves and farms
Tangerine groves and farms

0175 Deciduous Tree Fruits

Establishments primarily engaged in the production of deciduous tree fruits. Establishments primarily growing citrus fruits are classified in Industry 0174, and tropical fruits in Industry 0179.

Apple orchards and farms
Apricot orchards and farms
Cherry orchards and farms
Nectarine orchards and farms
Peach orchards and farms
Pear orchards and farms

Persimmon orchards and farms
Plum orchards and farms
Pomegranate orchards and farms
Prune orchards and farms
Quince orchards and farms

0179 Fruits and Tree Nuts, Not Elsewhere Classified

Establishments primarily engaged in the production of fruits and nuts, not elsewhere classified. This industry also includes establishments deriving 50 percent or more of their total value of sales of agricultural products from fruit and tree nuts (Industry Group 017), but less than 50 percent from products of any single industry.

Avocado orchards and farms
Date orchards and farms
Fig orchards and farms

Olive groves and farms
Pineapple farms
Tropical fruit farms

018 HORTICULTURAL SPECIALTIES

0181 Ornamental Floriculture and Nursery Products

Establishments primarily engaged in the production of ornamental plants and other nursery products, such as bulbs, florists' greens, flowers, shrubbery, flower and vegetable seeds and plants, and sod. These products may be grown under cover (greenhouse, frame, cloth house, lath house) or outdoors.

Bulbs, growing of
Field nurseries: growing of flowers and shrubbery, except forest shrubbery
Florists' greens, cultivated: growing of
Flowers, growing of
Fruit stocks, growing of
Greenhouses for floral products
Mats, preseeded: soil erosion—growing of

Nursery stock, growing of
Plants, ornamental: growing of
Plants, potted: growing of
Rose growers
Seed, flower and vegetable: growing of
Shrubberies, except forest shrubbery: growing of
Sod farms

0182 Food Crops Grown Under Cover

Establishments primarily engaged in the production of fruits and vegetables grown under cover.

Fruits grown under cover
Greenhouses for food crops
Mushroom cellars
Mushroom spawn, production of

Rhubarb grown under cover
Tomatoes grown under cover
Vegetables grown under cover

0189 Horticultural Specialties, Not Elsewhere Classified

Establishments primarily engaged in the production of horticultural specialties, not elsewhere classified. This industry also includes establishments deriving 50 percent or more of their total value of sales of agricultural products from horticultural specialties (Industry Group 018), but less than 50 percent from products of any single industry.

Group Industry
No. No.

019

GENERAL FARMS, PRIMARILY CROP

0191 General Farms, Primarily Crop

Establishments deriving 50 percent or more of their total value of sales of agricultural products from crops, including horticultural specialties, but less than 50 percent from products of any single 3-digit industry group.

Crop farms, general

Major Group 02.—AGRICULTURAL PRODUCTION— LIVESTOCK

The Major Group as a Whole

This major group includes establishments (farms, ranches, dairies, feedlots, egg production facilities, broiler facilities, poultry hatcheries, apiaries, etc.) primarily engaged in the keeping, grazing, or feeding of livestock for the sale of livestock or livestock products (including serums), for livestock increase, or for value increase. Livestock, as used here, includes cattle, hogs, sheep, goats, and poultry of all kinds; also included are animal specialties, such as horses, rabbits, bees, pets, fish in captivity, and fur-bearing animals in captivity.

An establishment primarily engaged in the production of livestock or livestock products (Major Group 02) is classified in the industry (4-digit) or industry group (3-digit) which accounts for 50 percent or more of the total value of sales for its agricultural production. If the total value of sales for agricultural products of an establishment is less than 50 percent from a single 4-digit industry, but 50 percent or more of the value of sales for its agricultural products derives from the products of two or more 4-digit industries within the same 3-digit industry group, the establishment is classified in the miscellaneous industry of that industry group; otherwise, it is classified as a general livestock farm in Industry 0291.

Group Industry
No. No.

001 LIVESTOCK, EXCEPT DAIRY, POULTRY, AND ANIMAL SPECIALTIES

0211 Beef Cattle Feedlots

Establishments primarily engaged in the fattening of beef cattle in a confined area for a period of at least 30 days, on their own account or on a fee or contract basis. Feedlot operations that are an integral part of the breeding, raising, or grazing of beef cattle are classified in Industry 0212. Establishments which feed beef cattle for periods of less than 30 days, generally in connection with their transport, are classified in Industry 4789.

Beef cattle feedlots
Cattle feeding farms
Cattle feedlot operation

Feedlots, cattle
Stockyards, exclusively for fattening
cattle

0212 Beef Cattle, Except Feedlots

Establishments primarily engaged in the production or feeding of beef cattle, except feedlots. Establishments primarily raising dairy cattle are classified in Industry 0241.

Beef cattle farms, except feedlots
Cattle raising farms

Cattle ranches

0213 Hogs

Establishments primarily engaged in the production or feeding of hogs on their own account or on a fee or contract basis.

Feedlots, hog

Hog farms

0214 Sheep and Goats

Establishments primarily engaged in the production of sheep, lambs, goats, goat's milk, wool and mohair, including the operation of lamb feedlots on their own account or on a fee or contract basis.

Feedlots, lamb
Goat farms
Goat's milk production
Mohair production

Sheep feeding farms and ranches
Sheep raising farms and ranches
Wool production

Group Industry
No. No.

021 LIVESTOCK, EXCEPT DAIRY, POULTRY, AND ANIMAL SPECIALTIES—Con.

0219 General Livestock, Except Dairy, Poultry, and Animal Specialties

Establishments deriving 50 percent or more of their total value of sales of agricultural products from livestock and livestock products classified in Industry Group 021, but less than 50 percent from products of any single industry.

024 DAIRY FARMS

0241 Dairy Farms

Establishments primarily engaged in the production of cows' milk and other dairy products and in raising dairy heifer replacements. Such farms may process and bottle milk on the farm and sell at wholesale or retail. However, the processing and/or distribution of milk from a separate establishment not on the farm is classified in manufacturing or trade. Establishments primarily producing goat's milk are classified in Industry 0214.

Dairy farms
Dairy heifer replacement farms

Milk production

025 POULTRY AND EGGS

0251 Broiler, Fryer, and Roaster Chickens

Establishments primarily engaged in the production of chickens for slaughter, including those grown under contract.

Broiler chickens, raising of
Chicken farms or ranches (raising for
slaughter)

Cornish hen farms
Frying chickens, raising of
Roasting chickens, raising of

0252 Chicken Eggs

Establishments primarily engaged in the production of chicken eggs, including table eggs and hatching eggs and in the sale of cull hens.

Chicken egg farms
Egg (chicken) farms and ranches

Started pullet farms

0253 Turkeys and Turkey Eggs

Establishments primarily engaged in the production of turkeys and turkey eggs.

Turkey egg farms and ranches

Turkey farms and ranches

0254 Poultry Hatcheries

Establishments primarily engaged in operating poultry hatcheries on their own account or on a fee or contract basis.

Chicken hatcheries
Egg hatcheries (poultry)

Poultry hatcheries

0259 Poultry and Eggs, Not Elsewhere Classified

Establishments primarily engaged in the production of poultry and eggs, not elsewhere classified. This industry also includes establishments deriving 50 percent or more of their total value of sales of agricultural products from poultry and eggs (Industry Group 025), but less than 50 percent from products of any single industry.

Duck farms
Geese farms
Pheasant farms

Pigeon farms
Quail farms

027 ANIMAL SPECIALTIES

0271 Fur-Bearing Animals and Rabbits

Establishments primarily engaged in the production of fur and fur-bearing animals and rabbits.

Chinchilla farms
Fox farms
Fur farms

Game farms (fur-bearing animals)
Mink farms
Rabbit farms

Group Industry
No. No.

027 ANIMAL SPECIALTIES—Continued

0272 Horses and Other Equines

Establishments primarily engaged in the production of horses and other equines.

Burro farms
Donkey farms
Horse farms

Mule farms
Pony farms

0279 Animal Specialties, Not Elsewhere Classified

Establishments primarily engaged in the production of animal specialties, not elsewhere classified, such as pets, bees, fish in captivity except fish hatcheries, worms, and laboratory animals. This industry also includes establishments deriving 50 percent or more of their total value of sales of agricultural products from animal specialties (Industry Group 027) but less than 50 percent from products of any single industry. Establishments primarily engaged in hatching fish are classified in Industry 0821.

Alligator farms
Animal specialty farms
Aplaries
Aviaries (parakeet, canary, love birds,
etc.)
Bee farms
Cat farms
Catfish farms
Dog farms
Earthworm hatcheries
Fish farms
Frog farms

Goldfish farms
Honey production
Kennels, breeding and raising own
stock
Laboratory animal farms (rats, mice,
guinea pigs, etc.)
Minnow farms
Rattlesnake farms
Silk (raw) production and silkworm
farms
Trout farms
Worm farms

029 GENERAL FARMS, PRIMARILY LIVESTOCK

0291 General Farms, Primarily Livestock

Establishments deriving 50 percent or more of their total value of sales of agricultural products from livestock and livestock products, including animal specialties, but less than 50 percent from products of any single 3-digit industry group.

Livestock farms, general

Major Group 07.—AGRICULTURAL SERVICES

The Major Group as a Whole

This major group includes establishments primarily engaged in performing soil preparation services, crop services, veterinary services, other animal services, farm labor and management services, and landscape and horticultural services, for others on a fee or contract basis. However, feedlots and poultry hatcheries operated on a fee or contract basis are included in Major Group 02.

Group Industry
No. No.

071 SOIL PREPARATION SERVICES

0711 Soil Preparation Services

Establishments primarily engaged in land breaking, plowing, application of fertilizer, seed bed preparation, and other operations for improving the soil.

Chemical treatment of soil
Fertilizer application
Lime spreading

Plowing
Seed bed preparation
Weed control, before planting
Land leveling or clearing

072 CROP SERVICES

0721 Crop Planting, Cultivating, and Protection

Establishments primarily engaged in performing a variety of crop planting, cultivating, and protection operations. Establishments primarily engaged in complete citrus grove maintenance are classified in Industry 0702, and those providing a combination of services from soil preparation through harvest are classified in Industry 0720.

Aerial dusting and spraying
Pruning of orchard trees and vines
Citrus grove cultivation
Cultivation, mechanical and flame
Cultivation of sprouts, twigs, etc.
Detasselling of corn
Disease control for crops, with/without fertilizing
Dusting crops, with/without fertilizing
Entomological service
Hoing
Insect control for crops, with/without fertilizing

Planting, with/without fertilizing
Pollinating
Pruning of orchard trees and vines
Seedling crops, with/without fertilizing
Seedling of sprouts, twigs, etc.
Spraying crops, with/without fertilizing
Surgery on orchard trees and vines
Thinning of crops, mechanical and chemical
Weed control, after planting
Irrigation system operation service (not providing water)

0722 Crop Harvesting, Primarily by Machine

Establishments primarily engaged in mechanical harvesting, picking, and combining of crops, and related activities, using machinery provided by the service firm. Farm labor contractors providing personnel for manual harvesting are classified in Industry 0701.

Berries, machine harvesting of
Chopping and silo filling
Combining
Cotton, machine harvesting of
Fruits and vegetables, machine harvesting of
Grain, machine harvesting of

Hay mowing, raking, baling, and chopp-
ing
Peanuts, machine harvesting of
Sugarcane, machine harvesting of
Threshing service
Tree nuts, machine harvesting of

0723 Crop Preparation Services for Market, Except Cotton Ginning

Establishments primarily engaged in performing a variety of operations on crops subsequent to their harvest, with the intent of preparing them for market or further manufacture. Establishments primarily engaged in stemming and redrying of tobacco are classified in Industry 2141.

Group Industry
No. No.

072

CROP SERVICES—Continued

0723 Crop Preparation Services for Market, Except Cotton Ginning—Continued

Alfalfa cubing
Bean cleaning
Corn shelling
Cotton seed dehusking
Drying of corn, rice, hay, fruits, and vegetables
Flax decortivating and retting
Fruit precooling, not in connection with transportation
Grain cleaning
Grain grinding, custom
Grist mills, custom
Hay baling
Hay cubing

Milling of flour, feed, and grain: custom
Moss ginning
Packaging fresh or farm-dried fruits and vegetables
Potato curing
Sorting, grading, and packing of fruits and vegetables
Sweet potato curing
Tobacco grading
Tree nut hulling and shelling
Vegetable precooling, not in connection with transportation

0724 Cotton Ginning

Establishments primarily engaged in ginning cotton.

Cotton ginning

Cotton pickery

0729 General Crop Services

Establishments primarily engaged in providing a combination of services from soil preparation through harvest, except farm labor and management services which are classified in Group 076.

Crop Services, general

074

VETERINARY SERVICES

0741 Veterinary Services for Livestock, Except Animal Specialties

*

Establishments of licensed practitioners primarily engaged in the practice of veterinary medicine, dentistry, or surgery, for cattle, hogs, sheep, goats, and poultry. Establishments of licensed practitioners primarily engaged in treating all other animals are classified in Industry 0742.

Animal hospitals for livestock, except animal specialties
Veterinarians for livestock, except animal specialties

Veterinary services for livestock, except animal specialties

0742 Veterinary Services for Animal Specialties

*

Establishments of licensed practitioners primarily engaged in the practice of veterinary medicine, dentistry, or surgery, for animal specialties. Animal specialties include horses, bees, fish, fur-bearing animals, rabbits, dogs, cats, and other pets and birds except poultry. Establishments of licensed practitioners primarily engaged in veterinary medicine for cattle, hogs, sheep, goats, and poultry are classified in Industry 0741.

Animal hospitals for pets and other animal specialties
Veterinarians for pets and other animal specialties

Veterinary services for pets and other animal specialties

075

ANIMAL SERVICES, EXCEPT VETERINARY

0751 Livestock Services, Except Services for Animal Specialties

Establishments primarily engaged in performing services, except veterinary, for cattle, hogs, sheep, goats, and poultry. Dairy herd improvement associations are also included in this industry. Establishments primarily engaged in the fattening of cattle are classified in Industry 0211. Establishments engaged in incidental feeding of livestock as a part of holding them in stockyards for periods of less than 30 days (generally in the course of transportation) are classified in Industry 4789. Establishments primarily engaged in performing services, except veterinary for animals, except cattle,

* For Information Only. Not to be included in Quarterly Survey.

ANIMAL SERVICES, EXCEPT VETERINARY—Continued

0751 Livestock Services, Except Services for Animal Specialties—Continued

Artificial insemination
Breeding of livestock, except animal specialties
Catching poultry, with no hauling
Cattle spraying
Cleaning poultry coops
Dairy herd improvement associations
Livestock breeding services, except for animal specialties

Milk testing, for butterfat, etc.
Pedigree record services, for cattle, hogs, sheep, goats, and poultry
Sheep dipping and shearing
Showing of cattle, hogs, sheep, goats, and poultry
Slaughtering, custom: for individuals
Vaccinating livestock except animal specialties, except by veterinarians

0752 Animal Specialty Services

Establishments primarily engaged in performing services, except veterinary, for pets, equines, and other animal specialties. Establishments primarily engaged in performing services other than veterinary for cattle, hogs, sheep, goats, and poultry are classified in Industry 0751.

Boarding kennels
Boarding or training horses (including race horses)
Breeding of animals other than cattle, hogs, sheep, goats, and poultry
Dog grooming
Honey straining (on the farm)

Pedigree record services for pets and other animal specialties
Showing of pets and other animal specialties
Training of pets and other animal specialties
Vaccinating pets and other animal specialties, except by veterinarians

076

FARM LABOR AND MANAGEMENT SERVICES

0761 Farm Labor Contractors and Crew Leaders

Establishments primarily engaged in supplying labor for agricultural production or harvesting. Establishments primarily engaged in machine harvesting are classified in Industry 0722.

Crew leaders, farm labor: contract

Farm labor contractors

0762 Farm Management Services

Establishments primarily engaged in providing farm management services, including management or complete maintenance of citrus groves, orchards, and vineyards. Such activities may include cultivating, harvesting, or other specialized activities, but establishments primarily engaged in performing such operations without management services are classified in the appropriate specific industry within Group 072.

Citrus grove management and maintenance, with or without crop services
Farm management services

Orchard management and maintenance, with or without crop services
Vineyard management and maintenance, with or without crop services

078

LANDSCAPE AND HORTICULTURAL SERVICES

0781 Landscape Counseling and Planning

Establishments primarily engaged in performing landscape planning, architectural, and counseling services.

Garden planning
Horticultural advisory or counseling services

Landscape architects
Landscape counseling
Landscape planning

0782 Lawn and Garden Services

Establishments primarily engaged in performing a variety of lawn and garden services.

Bermuda sprigging services
Cemetery upkeep, independent
Garden maintenance
Garden planting
Lawn care
Lawn fertilizing services

Lawn mowing services
Lawn spraying services
Lawn sprigging services
Mowing highway center strips and edges

* For Information Only. Not to be included in Quarterly Surveys.

FOR INFORMATION ONLY - NOT CONSIDERED AG SERVICES
AND NOT INCLUDED IN QUARTERLY SURVEYS

Major Group 08.—FORESTRY

The Major Group as a Whole

This major group includes establishments primarily engaged in the operation of timber tracts, tree farms, forest nurseries, and related activities such as reforestation services and the gathering of gums, barks, balsam needles, maple sap, Spanish moss, and other forest products.

Group Industry
No. No.

081 TIMBER TRACTS

0811 Timber Tracts

Establishments primarily engaged in the operation of timber tracts or tree farms for the purpose of selling standing timber. Establishments holding timber tracts as real property (not for sale of timber) are classified in Industry 0519; and logging camps and logging contractors in Industry 2411.

Timber tracts

Tree farms

082 FOREST NURSERIES AND TREE SEED GATHERING AND EXTRACTING

0821 Forest Nurseries and Tree Seed Gathering and Extracting

Establishments primarily engaged in growing trees for purposes of reforestation and gathering, extracting, and selling tree seeds.

Forest nurseries

Tree seed gathering, extracting, and selling

084 GATHERING OF MISCELLANEOUS FOREST PRODUCTS, EXCEPT TREE SEEDS

0843 Extraction of Pine Gum

Establishments primarily engaged in the extraction of pine gum. The concentration or distillation of pine gum, when carried on in the forest, is included in this industry.

Distillation of turpentine and rosin, if carried on at the gum farm

Pine gum, extraction of

0849 Gathering of Forest Products, Not Elsewhere Classified

Establishments primarily engaged in gathering forest products, not elsewhere classified. The concentration or distillation of these products, when carried on in the forest, is included; the extraction of pine gum is classified in Industry 0843.

Balsam needles, gathering of
Distillation of gums (except pine gum),
If carried on at the gum farm
Gathering of gums (except pine gum)
and barks
Ginseng, gathering of
Huckleberry greens, gathering of

Lac production
Maple sap, gathering of
Rubber plantations
Spanish moss, gathering of
Sphagnum moss, gathering of
Teaberries, gathering of

085 FORESTRY SERVICES

0851 Forestry Services

Establishments primarily engaged in performing, on a contract or fee basis, services related to timber production, wood technology, forestry economics and marketing, and other forestry services, not elsewhere classified, such as cruising timber, firefighting, and reforestation.

Cruising timber
Estimating timber
Firefighting (forest)
Fire prevention, forestry
Forest management plans, preparation of

Forestry services
Pest control, forest
Reforestation
Timber valuation

Group No.	Industry No.	
078		LANDSCAPE AND HORTICULTURAL SERVICES—Continued
	0783	Ornamental Shrub and Tree Services
*		Establishments primarily engaged in performing a variety of ornamental shrub and tree services. Establishments primarily engaged in forestry services are classified in Major Group 08.
		<div>Arborist services</div> <div>Ornamental bush planting, pruning, bracing, spraying, and surgery</div> <div>Ornamental tree planting, pruning, bracing, spraying, and surgery</div> <div>Tree trimming for public utility lines</div> <div>Utility line tree trimming services</div>

* For Information Only. Not to be included in Quarterly Surveys.

FOR INFORMATION ONLY - NOT CONSIDERED AG. SERVICES
AND NOT TO BE INCLUDED IN QUARTERLY SURVEY

Major Group 09.—FISHING, HUNTING, AND TRAPPING

The Major Group as a Whole

This major group includes establishments primarily engaged in commercial fishing (including crabbing, lobstering, clamming, oystering, and the gathering of sponges, seaweed, etc.), and the operation of fish hatcheries, fish and game preserves, in commercial hunting and trapping, and in game propagation.

Group Industry
No. No.

091 COMMERCIAL FISHING

0912 Finfish

Establishments primarily engaged in the catching (or taking) of finfish.

Finfish, catching of
Fisheries, finfish
Cod, catching of
Haddock, catching of
Mackerel, catching of

Menhaden, catching of
Pilchard, catching of
Salmon, catching of
Sea herring, catching of
Tuna, catching of

0913 Shellfish

Establishments primarily engaged in the catching (or taking) of shellfish.

Clams, digging of
Crabs, catching of
Fisheries, shellfish
Lobsters, catching of

Oyster beds
Oysters, dredging or tonging of
Shellfish, catching of
Shrimp, catching of

0919 Miscellaneous Marine Products

Establishments primarily engaged in miscellaneous fishing activities, such as catching (or taking) of sea urchins, terrapins, turtles, whales, and frogs. The gathering of seaweed and sponges is also included in this industry.

Cultured pearl production
Dredging oyster shells
Sea urchins, catching of
Seaweed, gathering of
Sponges, gathering of

Terrapins, catching of
Turtles, catching of
Whale fishing
Whale meat production
Whale oil production, crude

092 FISH HATCHERIES AND PRESERVES

0921 Fish Hatcheries and Preserves

Establishments primarily engaged in operating fish hatcheries or preserves. Establishments primarily engaged in the production of fish or frogs under controlled feeding, sanitation, and harvesting procedures are classified in Industry 0279.

Fish hatcheries

Fishing preserves

097

HUNTING AND TRAPPING, AND GAME PROPAGATION

0971 Hunting and Trapping, and Game Propagation

Establishments primarily engaged in commercial hunting and trapping, or in the operation of game preserves.

Animal trapping, commercial
Game management
Game preserves
Game propagation
Game retreats, operation of

Hunting carried on as a business enterprise
Hunting preserves, operation of
Trapping carried on as a business enterprise
Wild life management

Employer's Quarterly
Federal Tax Return

Schedule A—Quarterly Report of Wages Taxable under the Federal Insurance Contributions Act—FOR SOCIAL SECURITY

List for each nonagricultural employee the WAGES taxable under the FICA which were paid during the quarter. If you pay an employee more than \$14,100 in a calendar year, report only the first \$14,100 of such wages. In the case of "Tip Income," see Instructions on page 4. IF WAGES WERE NOT TAXABLE UNDER THE FICA, MAKE NO ENTRIES IN ITEMS 1 THROUGH 9 AND 14 THROUGH 18.

1. Total pages of this return including this page and any pages of Form 941a ▶	2. Total number of employees listed ▶	3. (First quarter only) Number of employees (except household) employed in the pay period including March 12th ▶	
4. EMPLOYEE'S SOCIAL SECURITY NUMBER 000 00 0000	5. NAME OF EMPLOYEE (Please type or print)	6. TAXABLE FICA WAGES Paid to Employee in Quarter (Before deductions) Dollars Cents	7. TAXABLE TIPS REPORTED (See page 4) Dollars Cents

If you need more space for listing employees, use Schedule A continuation sheets, Form 941a.
Totals for this page—Wage total in column 6 and tip total in column 7 —————▶

8. TOTAL WAGES TAXABLE UNDER FICA PAID DURING QUARTER. \$ _____
(Total of column 6 on this page and continuation sheets.) Enter here and in item 14 below.

9. TOTAL TAXABLE TIPS REPORTED UNDER FICA DURING QUARTER. \$ _____
(Total of column 7 on this page and continuation sheets.) Enter here and in item 15 below. (If no tips reported, write "None.")

YOUR COPY

Name _____ Date Quarter Ended _____
Address _____ Employer Identification No. _____

IMPORTANT.—Keep this copy and a copy of each related schedule or statement.

Before filing the return be sure to enter on this copy your name, address, and identification number, and the period for which the return is filed.

10. Total Wages And Tips Subject To Withholding Plus Other Compensation	→		
11. Amount Of Income Tax Withheld From Wages, Tips, Annuities, etc. (See instructions)			
12. Adjustment For Preceding Quarters Of Calendar Year			
13. Adjusted Total Of Income Tax Withheld	→		
14. Taxable FICA Wages Paid (Item 8) . . \$ multiplied by 11.7% = TAX			
15. Taxable Tips Reported (Item 9) . . . \$ multiplied by 5.85% = TAX			
16. Total FICA Taxes (Item 14 plus Item 15)	→		
17. Adjustment (See instructions)			
18. Adjusted Total Of FICA Taxes	→		
19. Total Taxes (Item 13 plus Item 18)			
20. TOTAL DEPOSITS FOR QUARTER (INCLUDING FINAL DEPOSIT MADE FOR QUARTER) AND OVERPAYMENT FROM PREVIOUS QUARTER LISTED IN SCHEDULE B (See instructions on page 4)			
<small>Note: If undeposited taxes at the end of the quarter are \$200 or more, the full amount must be deposited with an authorized commercial bank or a Federal Reserve bank. This deposit must be entered in Schedule B and included in item 20.</small>			
21. Undeposited Taxes Due (Item 19 Less Item 20—This Should Be Less Than \$200). Pay To Internal Revenue Service And Enter Here	→		
22. If Item 20 Is More Than Item 19, Enter Excess Here ▶ \$		And Check If You Want It <input type="checkbox"/> Applied To Next Return, Or <input type="checkbox"/> Refunded.	
23. If not liable for returns in the future write "FINAL" (See instructions) ▶		Date final wages paid ▶	

See "Where to File" on Page 2.

Total number of employees listed

Save time and money—If your report shows each employee's name and number exactly as they appear on the employee's social security card, it will not be necessary to write back to you to ask for the correct information.

If you need more space for listing employees, use Schedule A continuation sheets, Form 941e.

Total wages reported in column 3 on this page

4. Total wages taxable under FICA paid during year (Total wages shown on this page and on any continuation sheets, Form 941a)

Form 943 1975

REFERENCE GUIDE TO THE FAIR LABOR STANDARDS ACT

The Fair Labor Standards Act establishes minimum wage, overtime pay, equal pay, recordkeeping, and child labor standards affecting more than 50 million full-time and part-time workers. The following excerpts concerning farmworkers were taken from Department of Labor, Wage-Hour Publication 1282 issued December 1977.

BASIC WAGE STANDARDS

Covered non-exempt workers are entitled to a minimum wage of not less than

Beginning January 1, 1978 -- \$2.65 an hour
Beginning January 1, 1979 -- \$2.90 an hour
Beginning January 1, 1980 -- \$3.10 an hour
Beginning January 1, 1981 -- \$3.35 an hour

AND

OVERTIME AT NOT LESS THAN ONE AND ONE-HALF TIMES THE EMPLOYEE'S REGULAR RATE IS DUE AFTER 40 HOURS OF WORK IN THE WORKWEEK.

WAGES WHICH ARE REQUIRED BY THE ACT ARE DUE ON THE REGULAR PAY DAY FOR THE PAY PERIOD COVERED.

NOTE: The FLSA does NOT require:

- vacation, holiday, severance, or sick pay
- a discharge notice or reason for discharge
- rest periods, holidays off, or vacations
- premium pay rates for weekend or holiday work
- pay raises or fringe benefits
- a limit on hours of work for employees 16 years of age or older

These are matters for agreement between the employer and the employees or their authorized representatives.

WHO IS COVERED?

All employees of certain enterprises having workers engaged in interstate commerce, producing goods for interstate commerce, or handling, selling, or otherwise working on goods or materials that have been moved in or produced for such commerce by any person are covered by the Act.

EMPLOYER-FURNISHED FACILITIES

The reasonable cost or fair value of board, lodging, and other facilities provided by the employer may, as determined by the Wage and Hour Administrator, be considered part of wages.

EXEMPTIONS

Some employees are excluded from the minimum wage or overtime provisions, or both, by specific exemptions. Because each exemption is narrowly defined under the law, an employer should carefully check its exact terms and conditions before applying it. The following examples are illustrative only and do not spell out the conditions for each. Detailed information is available from local Wage-Hour offices.

Exemptions from Both Minimum Wage and Overtime

Farm workers employed by anyone who used no more than 500 man-days of farm labor in any calendar quarter of the preceding calendar year.

Exemptions from Overtime Provisions Only

Farmworkers.

CHILD LABOR PROVISIONS

Permissible kinds and hours of work for youths employed in agriculture are:

16 years and older: any job, whether hazardous or not, for unlimited hours;

14 and 15 years old: any nonhazardous farm job outside of school hours;

12 and 13 years old: outside of school hours in nonhazardous jobs, either with parents' written consent or on the same farm as the parents;

Under 12 years old: jobs on farms owned or operated by parents or, with parents' written consent, outside of school hours in nonhazardous jobs on farms not covered by minimum wage requirements.

Local minors 10 and 11 years of age may work for no more than 8 weeks between June 1 and October 15 for employers who receive approval from the Secretary of Labor. This work must be confined to hand-harvesting short season crops outside school hours under very limited and specified circumstances prescribed by the Secretary of Labor.

Minors of any age may be employed by their parents at any time in any occupation on a farm owned or operated by their parent.

RECORDKEEPING

Employers are required to keep records on wages, hours and other items, as specified in recordkeeping regulations. Most of the information is of the kind generally maintained by employers in ordinary business practice and in compliance with other laws and regulations. The records do not have to be kept in any particular form and time clocks need not be used. With respect to an employee subject to both minimum wage and overtime pay provisions, the following records must be kept:

- personal information, including employee's name, home address, occupation, sex, and birth date (if under 19 years of age)
- hour and day when workweek begins
- total hours worked each workday and each workweek
- total daily or weekly straight-time earnings
- regular hourly pay rate for any week when overtime is worked
- total overtime pay for the workweek
- deductions from or additions to wages
- total wages paid each pay period
- data of payment and pay period covered

Records required for exempt employees differ from those for nonexempt workers and special information is required on employees working under uncommon pay arrangements or to whom lodging or other facilities are furnished. Employers who have homeworkers must make entries in handbooks supplied by the Department of Labor.

- - - NOTES - - -

- - - NOTES - - -

Name _____

Name _____

day	Saturday
	CEF 201 must be mailed
	CEF 201 must be mailed

	CEF 201 must be mailed
	CEF 201 must be mailed

Name: _____

Name _____

100

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						CEF 201 must be mailed
						CEF 201 must be mailed

CEF 201 must be mailed						
CEF 201 must be mailed						